

أستـــاذ

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ICT TEACHER

خبرة أكثر من 15 عامًا في تدريس مادة التكنولوجيا
في المدارس العربي والخاصة للغات والرسمية للغات

يُعلن عن

بدء الحجز
للعام الدراسي الجديد 2024-2025
في مادة تكنولوجيا المعلومات ICT
للصفوف الاتية:

- الرابع - الخامس - السادس الابتدائي.
- الاول الاعدادي.

الحجز عن طريق الواتس على رقم
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كورسات اونلاين لمادة التكنولوجيا ICT

للصفوف الرابع والخامس والسادس الابتدائي والاول الاعدادي
للمدارس العربي واللغات

01004767201

EL-MOASSER

Guide

INFORMATION & COMMUNICATION TECHNOLOGY

• التطبيقات الإلكترونية التفاعلية
• قاموس المعاصر الناطق
تعلم وتفاعل والعب

GPS
تطبيق التعلم التفاعلي

ICT

4th Primary 2025
SECOND TERM



الصف الرابع الابتدائى
الفصل الدراسى الثانى

تكنولوچيا المعلومات والاتصالات
للمدارس الرسمية والخاصة لغات

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THEME 3 Digital citizenship

Lessons of Theme Three

THEME 4 Software projects

Lessons of Theme Four



◄ علامة تشير إلى تدريبات كتاب المدرسة


THEME 3
Digital citizenship
In this theme, you will learn about :
1. make use of technology to find out the news, to do school projects, and socialize
2. learn the positive impact that ICT applications have across many different areas and for different kinds of people.
3. examine different communication methods and learn to select the correct method for each situation.

LESSON 1

Explorer in Action

Learn

- **William Tyner** is a cultural anthropologist, technologist, and filmmaker.

وليام تاينر عالم في مجال علوم الإنسان الثقافية، وخبير تكنولوجي، وصانع أفلام.

- He uses different types of digital technology in many aspects of his work.

وهو يستخدم أنواعًا مختلفة من التكنولوجيا الرقمية في العديد من جوانب عمله.

- He works to find real solutions to problems that benefit local communities.

وهو يعمل على إيجاد حلول حقيقية للمشاكل فتستفيد المجتمعات المحلية من عمله.



William Tyner and technology

وليام تاينر والتكنولوجيا

- **Mr Tyner thinks that using technology in a positive way** can help people become successful digital citizens.

يعتقد السيد تاينر أن استخدام التكنولوجيا بطريقة إيجابية يمكن أن يساعد الناس على أن يصبحوا مواطنين رقميين ناجحين.

- He believes **digital communication and helping people to connect with each other** are important to exchange opinions and build good relationships.

وهو مقتنع بأن التواصل الرقمي ومساعدة الناس على التواصل مع بعضهم البعض أمر مهم لتبادل الآراء وبناء علاقات جيدة.

cultural	ثقافي	anthropologist	عالم في مجال علوم الإنسان	relationships	علاقات
filmmaker	صانع أفلام	exchange	تبادل	digital technology	تكنولوجيا رقمية
aspects	جوانب	local communities	مجتمعات محلية	citizens	مواطنين

- Mr Tyner works with **different organizations**. يعمل السيد تاينر مع منظمات مختلفة.

- They help to put individuals in contact with people or services that can help them.
نساعد هذه المنظمات على جعل الأفراد على اتصال مع الأشخاص أو الخدمات التي يمكن أن تساعدهم.

- They do this by **building easy-to-use digital tools and apps** that provide people with the information they need.
وتحقق المنظمات ذلك من خلال إنشاء أدوات وتطبيقات رقمية سهلة الاستخدام تزود الأشخاص بالمعلومات التي يحتاجون إليها.

- **For example**, if someone is finding it hard to pay their bills → they can use an app to find the institution from which services they wish to benefit.
على سبيل المثال، إذا وجد شخص ما صعوبة في دفع فواتيره ← يمكنه استخدام تطبيق يحصل من خلاله على مساعدة من المؤسسة التي يرغب في الاستفادة منها.



▶ **Choose the correct answer from a, b, c or d.**

1. William Tyner uses .... to solve problems in his work.
   a. money **b.** bike **c.** technology **d.** WhatsApp
2. Using technology in a .... way can help people become successful digital citizens.
   a. right **b.** positive **c.** wrong **d.** good

Digital tools help citizens in Egypt

الأدوات الرقمية ساعدت المواطنين في مصر

- **In Egypt**, there are many ways in which digital tools can help its citizens.
في مصر، هناك العديد من الطرق التي يمكن للأدوات الرقمية من خلالها مساعدة مواطنيها.

- **Travel is made more convenient by** → booking tickets for trains, buses, and airplanes online. أصبح السفر أسهل من خلال حجز تذاكر القطارات، والاتوبيسات، والطائرات عبر الإنترنت.

- **Many historical and cultural sites can now be visited by** → purchasing tickets easily through a website by clicking on your preferred choice.
يمكن الآن زيارة العديد من المواقع التاريخية والثقافية عن طريق شراء التذاكر بسهولة عبر أحد المواقع الإلكترونية وذلك بالضغط على اختيارك المفضل.

- A wealth of information is now at everyone's fingertips with the amazing **EKB website.** هناك الآن ثروة من المعلومات في متناول الجميع من خلال موقع بنك المعرفة المصري المذهل.

organizations	منظمات	services	خدمات	institution	مؤسسة
individuals	افراد	building	إنشاء	bills	فواتير
booking	حجز	purchasing	شراء	historical	تاريخي
convenient	مناسب	wealth	ثروة		

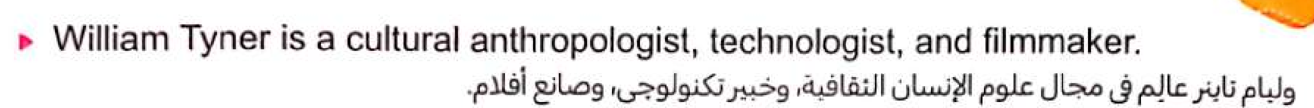
Stop here !





استمع إلى
ملخص الدرس

نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.



Lesson Summary

- William Tyner is a cultural anthropologist, technologist, and filmmaker.
  ولبام تاينر عالِم في مجال علوم الإنسان الثقافية، وخبير تكنولوجي، وصانع أفلام.
- He works to find real solutions to problems that benefit local communities.
  وهو يعمل على إيجاد حلول حقيقية للمشاكل فتستفيد المجتمعات المحلية من عمله.
- He believes digital communication is important to exchange opinions and build good relationships.
  هو مقتنع بأن التواصل الرقمي مهم لتبادل الآراء وبناء علاقات جيدة.
- Organizations build easy-to-use digital tools and apps that provide people with the information they need.
  تقوم المنظمات بإنشاء أدوات وتطبيقات رقمية سهلة الاستخدام تزود الأشخاص بالمعلومات التي يحتاجون إليها.
- Citizens in Egypt can find digital tools that help them in various aspects.
  المواطنين في مصر يمكن ان يجدوا أدوات رقمية تساعدهم في مختلف النواحي.
- Travel is made more convenient by booking tickets for trains, buses, and airplanes online.
  أصبح السفر أسهل من خلال حجز تذاكر القطارات والاتوبيسات والطائرات عبر الإنترنت.
- EKB contains a wealth of information.
  يحتوي بنك المعرفة المصري على ثروة من المعلومات.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Explorer in Action	technologist - filmmaker	William Tyner is a technologist and filmmaker.
	solutions - communities	He works to find real solutions to problems that benefit local communities.
	communication - relationships	Digital communication is important to exchange opinions and build good relationships.
	travel - booking	Travel is made more convenient by booking tickets online.
	EKB - information	EKB contains a wealth of information.



▸ If you got 🔴 you need to revise the lesson again.

🔵 ممتاز 🟢 جيد جداً 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. EKB website contains a .... of information that is now at everyone's fingertips. [المنوفية - قويسنا ٢٠٢٣]
   a. little b. part c. wealth d. both (a) and (c)
2. Using technology in a .... way can help people become successful digital citizens. [الاسكندرية - العجمى ٢٠٢٣]
   a. harmful b. positive c. wrong d. bad
3. Organizations build easy-to-use digital tools and apps that provide people with the .... they need. [القاهرة - المرج ٢٠٢٤]
   a. information b. movies c. games d. toys
4. Technology helps to find real .... to problems that benefit local communities. [الأزهر الشريف - سوهاج ٢٠٢٣]
   a. solutions b. problems c. questions d. devices

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. People can not pay bills by using online apps. [القاهرة - شبرا ٢٠٢٤] ( )
2. William Tyner works to find real solutions to problems that benefit local communities. [الأزهر الشريف - القاهرة - الشروق ٢٠٢٣] ( )
3. Easy-to-use digital tools and apps provide people with the information they need. [بني سويف - ببا ٢٠٢٣] ( )
4. Mr Tyner works with different organizations to help individuals to contact with people and services. [الفيوم - غرب الفيوم ٢٠٢٣] ( )

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. Paying bills has become .... by using digital tools and apps.
   a. easy b. impossible c. hard d. none of them
2. It's important to .... opinions and build good relationships.
   a. ignore b. hide c. leave d. exchange



3. Booking tickets for .... online, made travel more convenient.
   a. trains b. buses c. airplanes d. all of them

4. 🕮 .... digital tools and apps provide people with the information they need.
   a. Easy-to-read b. Easy-to-deal c. Easy-to-use d. None of them

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. In Egypt, there are many ways in which digital tools can help citizens. ( )
2. 🕮 William Tyner uses one type of digital technology in many aspects of his work. ( )
3. It's important to exchange opinions and build good relationships. ( )
4. A wealth of information is now at everyone's fingertips with the amazing ISP website. ( )
5. Apps and websites can help make things more accessible to all of us. ( )
6. Many historical and cultural sites can now be visited by purchasing tickets easily through a website. ( )

للتدريب فقط

1 🕮 Read the names in the box, then label each image with the correct name.

(Egyptian Knowledge Bank – Ministry of Tourism and Antiquities – Ministry of Education – Ministry of Health and Population – Egyptian National Railways)



....

2 Read and circle the correct usage.

1. Technology
   - can help people become successful digital citizens.
   - never finds real solutions to problems.

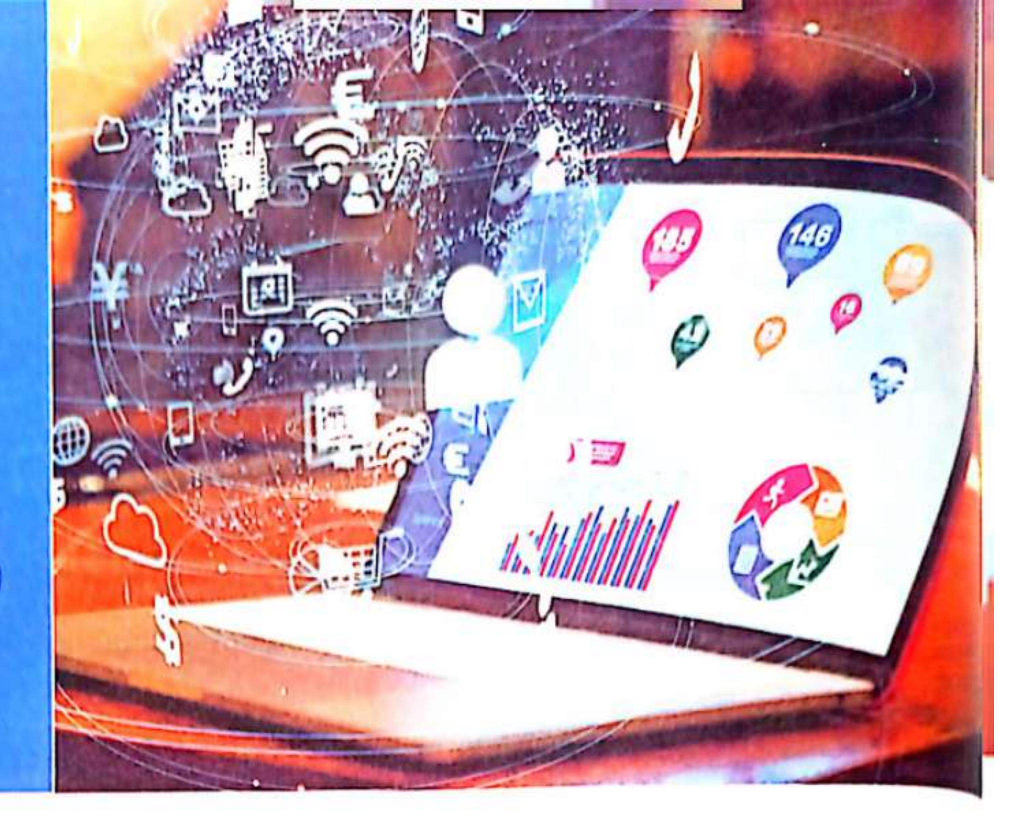
2. EKB website
   - is not a free website. - contains a wealth of information.

قم بتلوين الدائرة باللون المناسب لمستواك.





Digital citizenship



Learn



- **Digital citizenship** is the ability to use digital technology ethically, responsibly, and safely.

المواطنة الرقمية هي القدرة على استخدام التكنولوجيا الرقمية بشكل أخلاقي ومسؤول وآمن.

- This helps you to enjoy and take advantage of digital technology, and protects your digital footprint.

يساعدك هذا على الاستمتاع بالتكنولوجيا الرقمية والاستفادة منها ويحمى بصمتك الرقمية.

Stay Safe and be Ethical Online

ابقى آمنًا وأخلاقيًا عند استخدام الإنترنت

- Here are some techniques that are part of **digital citizenship**.

هذه بعض التقنيات التى تشكل جزءًا من المواطنة الرقمية.

▶ **Be ethical and responsible** by treating others online with respect, and by crediting sources you find online.

كن أخلاقيًا ومسؤولًا عن طريق معاملة الآخرين عبر الإنترنت باحترام، ومن خلال توثيق المصادر التى تجدها عبر الإنترنت.

▶ **Stay safe online** by setting strong passwords and choosing websites you visit wisely, using updated software, and monitoring online screen time.

استخدم الإنترنت بأمان من خلال تعيين كلمات مرور قوية، واختيار المواقع الإلكترونية التى تزورها بحكمة، واستخدام البرامج المحدثة، ومراقبة الوقت الذى تقضيه عبر الإنترنت.

digital citizenship	مواطنة رقمية	crediting	توثيق	responsibly	بطريقة مسؤلة	wisely	بحكمة
digital footprint	بصمة رقمية	sources	مصادر	techniques	تقنيات	monitoring	مراقبة
ability	قدرة	ethically	بطريقة أخلاقية	respect	احترام		





▶ **Choose the correct answer from a, b, c or d.**

1. Digital .... is the ability to use digital technology ethically.
   a. watch **b.** camera **c.** citizenship **d.** book
2. You must be ethical and responsible by treating others .... with respect.
   a. offline **b.** out **c.** online **d.** part
3. Stay safe online by setting strong .... and choosing websites you visit wisely.
   a. role **b.** app **c.** file **d.** passwords

Safely Manage Your Digital Footprint إدارة بصمتك الرقمية بشكل آمن

- **Digital footprint:** Your digital footprint is a record of what you do online, including the sites you visit and the things you post; it can also include things that others post about you.

  البصمة الرقمية الخاصة بك هي سجل لما تفعله عبر الإنترنت، بما في ذلك المواقع التي تزورها والأشياء التي تنشرها؛ ويمكن أن يتضمن أيضًا أشياء ينشرها الآخرون عنك.

- It's important to share information about yourself and others safely and responsibly.

  من المهم مشاركة المعلومات المتعلقة بك وبالآخرين بأمان ومسؤولية.

- **As a digital citizen**, you have certain rights and responsibilities.

  كمواطن رقمى، لديك حقوق ومسؤوليات معينة.

- **Piracy:** is the illegal circulation of content to be shared or sold to others.

  القرصنة : هى التداول غير القانونى للمحتوى لمشاركته أو بيعه للآخرين.

You have the Rights to .... لديك الحق فى	**Responsibilities** المسئوليات
• Not have your digital footprint copied or shared without your consent. عدم نسخ بصمتك الرقمية أو مشاركتها دون موافقتك.	• You must never commit piracy. يجب ألا ترتكب أعمال القرصنة أبدًا.
• Protect your videos, songs or stories from piracy. حماية مقاطع الفيديو والأغانى وقصص الخاصة بك من القرصنة.	• Don't share or sell digital content to others. لا تقوم ببيع ولا مشاركة محتوى رقمى للآخرين.
• Engage with others online. التفاعل مع الآخرين عبر الإنترنت.	• Show positive behavior in your communication online. أظهر سلوك إيجابى فى اتصالاتك عبر الإنترنت.
• Post positive ideas to help your community. نشر أفكار إيجابية لمساعدة مجتمعك.	• Share positive things with your classmates and friends. شارك مع زملائك وأصدقاؤك الأشياء الإيجابية.
• Express your opinions in a way that doesn't offend others. التعبير عن آرائك بطريقة لا تسىء للآخرين.	

piracy قرصنة	consent موافقة	commit يرتكب	
illegal غير قانونى	circulation تداول	engage يتفاعل	

• Provide and access information and entertainment online while respecting intellectual property rights. الوصول إلى ومشاركة المعلومات والمواد الترفيهية عبر الإنترنت مع احترام حقوق الملكية الفكرية.	• Evaluate what you're viewing or about to share. قم بتقييم ما تشاهده أو على وشك مشاركته. • Make sure that the source information safe to view and share. كن متأكد من أن معلومات المصدر آمنة للمشاهدة أو المشاركة. • Make sure that the source material is not a result of piracy. تأكد من أن مصدر المادة ليس نتيجة القرصنة.
• Use the internet when you need while respecting the law. استخدام الإنترنت عندما تحتاج مع احترام القانون.	• Evaluate how you're using the internet. قم بتقييم كيفية استخدامك للإنترنت. • Make sure what you're looking at is a productive use of time. تأكد من أن ما تشاهده هو استخدام مثمر للوقت. • A good online / in-person balance is important for your well-being. من المهم تحقيق توازن جيد بين استخدام الإنترنت والتواصل الشخصي مع الآخرين.



▶ **Choose the correct answer from a, b, c or d.**

1. Digital .... is a record of what you do online.
   a. technology **b.** file **c.** footprint **d.** citizenship
2. You have the rights to protect your .... from piracy.
   a. videos **b.** songs **c.** stories **d.** all of them
3. .... is the illegal circulation of content to be shared or sold to others.
   a. Footprint **b.** Piracy **c.** Sharing **d.** Password

intellectual	فكرى	bring	يحضر / يجلب	expressing	التعبير
entertainment	ترفيه	evaluate	يقييم	productive	مثمر

Stop here !





استمع إلى ملخص الدرس



نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.



Lesson Summary

- Digital citizenship is the ability to use digital technology ethically, responsibly, and safely. المواطنة الرقمية هي القدرة على استخدام التكنولوجيا الرقمية بشكل أخلاقي ومسؤول وآمن.
- You should be ethical and responsible by treating others online with respect, and by crediting sources you find online.

  يجب عليك أن تتسم بالأخلاق والمسؤولية عن طريق معاملة الآخرين عبر الإنترنت باحترام، ومن خلال توثيق المصادر التي تجدها عبر الإنترنت.
- Your digital footprint is a record of what you do online.

  بصمتك الرقمية هي سجل لما تفعله عبر الإنترنت.
- You have the right to not have your digital footprint copied or shared without your consent. لديك الحق في عدم نسخ بصمتك الرقمية أو مشاركتها دون موافقتك.
- Piracy is the illegal circulation of content to be shared or sold to others.

  القرصنة هي التداول غير القانوني للمحتوى لمشاركته أو بيعه للآخرين.
- You should always show positive behavior in your communication online.

  يجب عليك دائمًا إظهار السلوك الإيجابي في اتصالاتك عبر الإنترنت.
- A good online / in-person balance is important for your well-being.

  من المهم تحقيق توازن جيد بين استخدام الإنترنت والتواصل الشخصى مع الآخرين.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Digital citizenship	citizenship - ethically	Digital citizenship is the ability to use digital technology ethically.
	ethical - responsible	Be ethical and responsible by treating others online with respect.
	footprint - record	Digital footprint is a record of what you do online.
	piracy - illegal	Piracy is the illegal circulation of content to be shared or sold to others.
	respecting - law	You have the right to use the internet when you need while respecting the law.
	positive behavior	You should always show positive behavior online.

General Exercises

On Lesson Two



ممتاز ● جيد جداً ● جيد ● غير جيد ●

▸ If you got ● you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على ● (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. Stay safe online by setting .... passwords. (الإسكندرية - الجمرك ٢٠٢٤)
   a. strong b. weak c. easy d. all of them
2. It's important to share information about yourself and others safely and ....
   a. strongly b. slowly c. responsibly d. weakly
   (الأزهر الشريف - القاهرة - مصر الجديدة ٢٠٢٤)
3. You have the right to not have your digital .... copied or shared without your consent. (الفيوم - غرب الفيوم ٢٠٢٣)
   a. tools b. footprint c. work d. respect
4. Digital citizenship is the ability to use digital technology .... (الجيزة - الهرم ٢٠٢٣)
   a. ethically b. responsibly c. safely d. all of them
5. As digital citizen, you have .... (المنيا - ملوى ٢٠٢٤)
   a. rights b. responsibilities c. disadvantages d. both (a & b)

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Digital citizenship is the ability to show negative behavior in your communication. (بورسعيد - شرق بورسعيد ٢٠٢٤) ( )
2. You must respect the law, while using the internet. (القاهرة - الزيتون ٢٠٢٣) ( )
3. Don't evaluate what you're viewing or about to share. (الغربية - السنطة ٢٠٢٤) ( )
4. You don't have the right to engage with others online. (الأزهر الشريف - الجيزة ٢٠٢٣) ( )
5. Be careful about the source of information you get. (البحيرة - الدلنجات ٢٠٢٣) ( )

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. Piracy is the .... circulation of content to be shared or sold to others.
   a. illegal b. footprint c. legal d. good
2. You should always show .... behavior in your communication online.
   a. bad b. negative c. positive d. illegal
3. We should enjoy and take .... of digital technology.
   a. advantage b. problem c. difficulty d. disadvantage



4. You must never commit .... with the aim of sharing or selling digital content to others.
   a. footprint b. piracy c. share d. citizenship
5. You have the right to .... with others online.
   a. travel b. engage c. walk d. take

2 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. You have the right to use the internet when you need or want to. (   )
2. Digital footprint is a record of what you do online, including the sites you visit. (   )
3. Never be ethical or responsible by treating others online without respect. (   )
4. You have the right to use the internet while respecting the law. (   )
5. Stay safe online by using updated software. (   )

للتدريب فقط

1 Complete the following sentences with appropriate words in brackets.

(evaluate – Digital citizenship – Piracy – opinions)

1. .... is the ability to use digital technology ethically.
2. .... is the illegal circulation of content to be shared or sold to others.
3. Expressing your .... in a way that doesn't offend others is one of digital citizen rights.
4. Be sure to .... what you're viewing or about to share.

2 Read and write the name of the app or tool.

1. You have the right to use it when you need or want to. (......................)
2. It is a record of what you do online. (......................)

3 Read and circle the correct one.

1. You have the **(right – responsibility)** to provide and to access information and entertainment online while **(respecting – ignoring)** intellectual property rights.
2. You should always show a **(positive – negative)** behavior in your communication online.

4 Read and circle the correct usage.

- Digital citizenship
  - The ability to use digital technology ethically, responsibly, and safely.
  - Never use any technological tools.







on Lessons 1 & 2

مراجعة عامة على الدرسين الأول والثانى فى ورقة واحدة.

Lesson 1 : Explorer in Action

Using technology

- Mr Tyner thinks that using technology in a positive way can help people become successful digital citizens.
- He uses different types of digital technology in many aspects of his work.
- Mr Tyner works with different organizations to build easy-to-use digital tools and apps that provide people with the information they need.
- People can use an app to find the institution from which services they wish to benefit.

Digital tools help citizen in Egypt

- In Egypt, travel is made more convenient by booking tickets for trains, buses, and airplanes online.
- Many historical and cultural sites can now be visited by purchasing tickets online.
- EKB website : which contains a wealth of information is now at everyone's fingertips.

Lesson 2 : Digital citizenship

Stay Safe and be Ethical Online

- **Digital citizenship** using digital technology ethically, responsibly, and safely.
- **Digital footprint** is a record of what you do online.
- **Piracy** is the illegal circulation of content to be shared or sold to others.

Rights

1. You have the right to not have your digital footprint copied or shared without your consent.
2. Engage with others online.
3. Provide and access information and entertainment online.
4. Use the internet when you need or want to, while respecting the law.

Responsibilities

1. Never commit piracy.
2. You should always show positive behavior in your communication online.
3. Evaluate what you're viewing.
4. Evaluate how you're using the internet.

Accumulative Test

On Lessons 1 & 2



اختبار تراكمى على الدرسين الأول والثانى.

1 Choose the correct answer from a, b, c or d.

1. It's important to use technology ....
   a. quickly b. hard c. responsibly d. badly
2. A good online / in-person .... is important for your well-being.
   a. balance b. ability c. piracy d. password
3. It's important to .... opinions and build good relationships, as Mr. Tyner believes.
   a. record b. write c. leave d. exchange
4. Digital .... can include things that others post about you.
   a. tool b. footprint c. technology d. app
5. Using technology in a positive way can help people become successful digital ....
   a. citizens b. footprints c. relationships d. tools
6. Now, you can .... tickets for trains and buses online.
   a. cut b. book c. leave d. visit
7. As digital citizen, you have ....
   a. rights b. responsibilities c. disadvantages d. both (a & b)

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Tyner uses different types of digital technology. ( )
2. You can't visit historical sites by purchasing tickets online. ( )
3. You have the right to use the internet when you need or want to. ( )
4. It's important to stay safe online. ( )
5. It's important to commit piracy if you want to sell digital content to others. ( )
6. Be sure the source information is not safe to view and share. ( )
7. Easy-to-use digital tools and apps provide people with the information they need. ( )
8. William Tyner works to find real solutions to problems that benefit local communities. ( )



يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.

LESSON 3

Positive impacts of ICT

للإطلاع فقط

Learn

Egypt's Digital Learning



- As a digital citizen, you use ICT tools to learn, to share, and to communicate.

  باعتبارك مواطنا رقميا، فإنك تستخدم أدوات تكنولوجيا المعلومات والاتصالات للتعلم والمشاركة والتواصل.

- In 2018, the Egyptian government provided digital tools and resources that can help you enjoy your time through digital books, activities, and watching videos and TV channels presented by experts in educational materials.

  في عام ٢٠١٨، وفرت الحكومة المصرية الأدوات والموارد الرقمية التي يمكن أن تساعدك على الاستمتاع بوقتك من خلال الكتب الرقمية والأنشطة ومشاهدة مقاطع الفيديو والقنوات التلفزيونية التي يقدمها خبراء في المواد التعليمية.

- Its goal is to implement a skill-based education, and ensure that all students can access learning materials equally.

  يهدف ذلك إلى تحقيق التعليم القائم على المهارات، والتأكد من أن جميع الطلاب يمكنهم الوصول إلى المواد التعليمية على قدم المساواة.

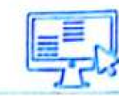
Importance of Digital Devices

A For non-verbal people

- Digital devices can help a non-verbal person communicate and to learn languages at school, using pictures.

  يمكن للأجهزة الرقمية أن تساعد الشخص الذى يعانى صعوبة فى النطق على التواصل و تعلم اللغات فى المدرسة باستخدام الصور.

communicate	يتواصل	resources	موارد	implement	تحقيق	non-verbal	غير لفظي
share	مشاركة	activities	أنشطة	equally	بالتساوى	access	وصول
provide	يوفر	experts	خبراء	digital devices	أجهزة رقمية	languages	لغات



B For students with health problems : للتلاميذ الذين يعانون من مشاكل صحية



- Digital devices can provide them with the connection they need to teachers, and the material they need to learn.

  يمكن للأجهزة الرقمية أن توفر لهم الاتصال الذي يحتاجونه مع المعلمين والمواد التي يحتاجون إلى تعلمها.

C In case of unexpected events : في حالة حدوث أحداث غير متوقعة

- Digital devices can also be beneficial when we are unable to leave our homes.

  يمكن أن تكون الأجهزة الرقمية مفيدة أيضًا عندما نكون غير قادرين على مغادرة منازلنا.

Egyptian Knowledge Bank



EKB
بنك المعرفة المصرى

- The EKB provides Egyptian citizens with access to learn materials in the digital library.

  يزود المواطنين المصريين بإمكانية الوصول إلى المواد التعليمية في المكتبة الرقمية.

- The EKB holds webinars for teachers, students and parents.

  يعقد بنك المعرفة ندوات عبر الإنترنت للمعلمين والطلاب وأولياء الأمور.

- The webinars provide guidance and tips on how to register on the website and use it.

  توفر الندوات عبر الإنترنت إرشادات ونصائح حول كيفية التسجيل في الموقع واستخدامه.

Video-sharing platforms منصات مشاركة مقاطع الفيديو



- You can use video-sharing platforms to learn or to teach new things.

  يمكنك استخدام منصات مشاركة مقاطع الفيديو لتتعلم أشياء جديدة أو لتعليمها.

- **For example,** if you want to learn how to create healthy meals, you can search for a video to show you how, step-by-step!

  على سبيل المثال، إذا كنت تريد أن تتعلم كيفية إعداد وجبات صحية، يمكنك البحث عن مقطع فيديو يوضح لك الطريقة، خطوة بخطوة!

leave	يغادر	webinars	ندوات	register	يسجل	meals	وجبات
beneficial	مفيد / نافع	guidance	إرشاد	platforms	منصات	show	يوضح
hold	يعقد / يقيم	tips	نصائح	video-sharing	مشاركة مقاطع الفيديو		

- If you have a skill you'd like to share online, you can use a video-sharing **platform** to post your own video, too.

إذا كانت لديك مهارة ترغب في مشاركتها عبر الإنترنت، فيمكنك استخدام إحدى منصات مشاركة مقاطع الفيديو لنشر الفيديو الخاص بك أيضًا.

- Remember to ask your teacher or a member of your family before you post anything online.

تذكر أن تستشير معلمك أو أحد أفراد أسرتك قبل نشر أي شيء عبر الإنترنت.

Socializing

التواصل الاجتماعي



- You can socialize online as well.

يمكنك التواصل اجتماعيًا عبر الإنترنت أيضًا.

- You can work with classmates outside of school on a project, virtually.

يمكنك العمل مع زملائك في الفصل بشكل افتراضي على مشروع خارج المدرسة.

- You can video chat with your friends.

يمكنك الدردشة مع أصدقائك عبر محادثات الفيديو.

- You can join an online group that shares your interests as (sports, movies, ... etc).

يمكنك أيضًا الانضمام إلى مجموعة عبر الإنترنت والتي تشاركك اهتماماتك مثل (الرياضة والأفلام ... إلخ).

- Remember to ask an adult's permission before you join a group or communicate with someone online.

تذكر أن تطلب إذن شخص بالغ قبل الانضمام إلى مجموعة أو التواصل مع شخص ما عبر الإنترنت.

Common communication apps

تطبيقات الاتصالات الشائعة

 WhatsApp® → The messaging app

 Facebook® → The social media platform

 Skype® → The virtual meeting app

interests	اهتمامات	common	شائع	permission	إذن	virtually	بشكل افتراضي
group	مجموعة	adult	شخص بالغ	meeting	اجتماع	app	تطبيق
skill	مهارة	socializing	تواصل اجتماعي	classmates	زملاء دراسة		

Stop here !

نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.





Lesson Summary

- The Egyptian government provides digital tools and resources for learning, sharing, and communication. توفر الحكومة المصرية الأدوات والموارد الرقمية للتعلم والمشاركة والتواصل.
- Egyptian citizens can access learning materials in a digital library like EKB.
  يمكن للمواطنين المصريين الوصول إلى المواد التعليمية في المكتبة الرقمية مثل بنك المعرفة المصري.
- EKB holds webinars for teachers, students, and parents, to provide guidance and tips on how to register on the website and use it.
  يعقد بنك المعرفة المصري ندوات عبر الإنترنت للمعلمين والطلاب وأولياء الأمور، لتقديم الإرشادات والنصائح حول كيفية التسجيل في الموقع واستخدامه.
- You can use video-sharing platforms to learn or to teach new things.
  يمكنك استخدام منصات مشاركة مقاطع الفيديو للتعلم أو تعليم أشياء جديدة.
- You can socialize, make video chat with your friends or join a group online.
  يمكنك التواصل الاجتماعي أو إجراء محادثة فيديو مع أصدقائك أو الانضمام إلى مجموعة عبر الإنترنت.
- Ask an adult's permission before you join a group or communicate with someone online. اطلب إذن شخص بالغ قبل الانضمام إلى مجموعة أو التواصل مع شخص ما عبر الإنترنت

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Positive impacts of ICT	digital - learning	Digital tools and resources are used for learning, sharing, and communication.
	devices - non-verbal	Digital devices can help non-verbal learners and students who can't leave their homes.
	EKB - access	Egyptian citizens can access learning materials in a digital library like EKB.
	learn - teach	Video-sharing platforms are used to learn or to teach new things.
	classmates - virtually	You can work with classmates outside of school on a project, virtually.
	group - interests	You may join an online group that shares your interests.
	permission - join	Ask an adult's permission before you join a group or communicate with someone online.

General Exercises

On Lesson Three



يمكنك حل التدريب و تصويبه إلكترونياً

▸ If you got 🔴 you need to revise the lesson again.

🔵 ممتاز 🟢 جيد جدا 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. Students who can't leave home, can use .... to connect with their teachers.
   a. digital photos b. special games c. easy projects d. digital devices
2. Digital devices can be .... when unexpected events affect us.
   a. beneficial b. harmful c. dangerous d. none of them
3. 📖 The Egyptian Knowledge Bank (EKB) holds .... for teachers, students, and parents.
   a. conferences b. webinars c. festivals d. all of them
4. .... are common communication apps.
   a. WhatsApp b. Facebook c. Skype d. all of them
5. The Egyptian government provided digital tools to ensure that all students can access .... equally.
   a. video games b. learning materials c. comic films d. delicious meals

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Non-verbal person can't use digital devices. ( )
2. A digital citizen uses ICT tools to play games only. ( )
3. Students can find all materials they need to learn using digital tools. ( )
4. The EKB holds webinars for teachers, students and parents. ( )

للتدريب فقط

1 Match.

(A)		(B)
1. You can use video-sharing platforms	☐	a. learn, share, and communicate.
2. Digital devices can be beneficial	☐	b. to post your own video.
3. You can use ICT tools to	☐	c. when unexpected events affect us.

2 Read and write the name of the app or tool.

1. It is from common communication app and used for messaging. (......................).
2. It is used as a social media platform. (......................)
3. It has a digital library with a lot of information. (......................)

3 Read and circle the correct usage.

1. Skype
   - is used to make virtual meeting.
   - is used to play games.

2. Video-sharing platforms
   - are used to send messages.
   - are used to learn or to teach new things.

◯ قم بتلوين الدائرة باللون المناسب لمستواك.



Internet communication



Learn

▸ Synchronous communication :

- **Communication that occurs in real time, with instant responses** - exchanging information or files between two people at the same time using various digital tools.



For example → Video chats, live television shows, instant chat rooms.

الاتصـــال المتزامن : اتصال يحدث في الوقت الفعلي، مع اســتجابات فورية - تبادل معلومات أو ملفات بين شـخصين في نفس الوقت باستخدام أدوات رقمية متنوعة.

على سبيل المثال: محادثات الفيديو، والبرامج التلفزيونية المباشرة، وغرف الدردشة الفورية.

▸ Asynchronous communication :

- **Communication that does not require an instant response** - transferring information or files between two people or more not necessarily at the same time.



For example → Sending a file via email or recorded educational programs.

الاتصال غير المتزامن: الاتصال الذي لا يتطلب استجابة فورية

- نقل المعلومات أو الملفات بين شخصين أو أكثر وليس بالضرورة في نفس الوقت.

على سبيل المثال: إرسال ملف عبر البريد الإلكتروني، أو البرامج التعليمية المسجلة.

synchronous	متزامن	require	يتطلب	live	مباشر
asynchronous	غير متزامن	instant	فوري	chat rooms	غرف دردشة
occur	يحدث	responses	استجابات		

1 Examples of synchronous communication أمثلة الاتصال المتزامن



- **Video chats :**

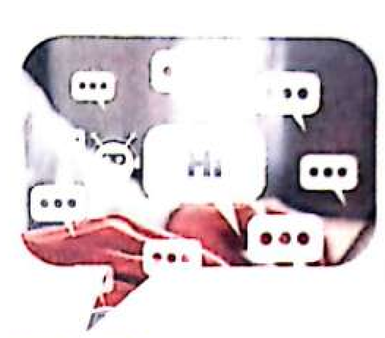
These allow you to communicate live with one or more people via your mobile device or computer.

محادثات الفيديو : تتيح لك هذه المحادثات التواصل المباشر مع شخص واحد أو أكثر عبر جهازك المحمول أو الكمبيوتر.

Tools needed : Device with a camera and speakers, and an application, or video chat software.

الأدوات المطلوبة : جهاز مزود بكاميرا ومكبرات صوت وتطبيق أو برنامج لمحادثات فيديو.

- **Instant messaging (IM) :**



This allows you to send messages using the internet.

المراسلة الفورية [IM] : تتيح لك إرسال الرسائل باستخدام الإنترنت.

Messages could include just text, or also pictures or videos.

يمكن أن تتضمن الرسائل نصًا فقط، أو تضاف إليه صورًا أو مقاطع فيديو أيضًا.

Tools needed : IM software on your computer or a mobile application.

الأدوات المطلوبة: برنامج المراسلة الفورية على جهاز الكمبيوتر الخاص بك أو تطبيق على الهاتف المحمول.



▶ **Choose the correct answer from a, b, c or d.**

1. Exchanging information or files between two people at the same time, done by using .... communication.
   a. asynchronous **b.** synchronous **c.** both of them **d.** none of them
2. IM software is needed to ....
   a. email **b.** instant message **c.** chat rooms **d.** all of them

Cell phone application تطبيق الهاتف الخلوى

- **A cell phone application** is an application that runs on your mobile device.

تطبيق الهاتف الخلوى هو تطبيق يتم تشغيله على جهازك المحمول.

- It allows you direct access to different programs **such as** email, instant messaging, social network pages, and video chats.

يتيح لك الوصول المباشر إلى برامج مختلفة مثل البريد الإلكتروني والرسائل الفورية وصفحات الشبكات الاجتماعية ومحادثات الفيديو.

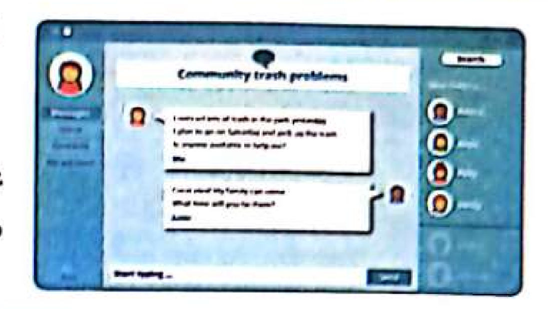
- **Some applications could be pre-installed on your mobile device.** Others need to be downloaded. قد تكون بعض التطبيقات مثبتة مسبقًا على جهازك المحمول. والبعض الآخر يحتاج إلى التنزيل.

allow	يتيح	pre-installed	مثبت مسبقًا	messaging	مراسلة
via	عبر	speakers	مكبرات صوت	direct	مباشر



- **Chat rooms :** These allow you to communicate in a group. They usually focus on just one particular subject.

غرف الدردشة : تتيح لك التواصل ضمن مجموعة. وعادة ما يركزون على موضوع واحد فقط.



For example

People may use a chat room to maintain a discussion on a particular study subject.

على سبيل المثال، قد يستخدم الأشخاص غرفة الدردشة لإجراء مناقشة حول موضوع دراسي معين.

Tools needed : Web browsers for internet access **or** a mobile application **e.g.** Internet Explorer® **or** Google Chrome®.

الأدوات المطلوبة: متصفحات الويب للوصول إلى الإنترنت أو تطبيق للهاتف المحمول.

مثل: Internet Explorer® أو Google Chrome®.

2 Examples of asynchronous communication

أمثلة للاتصال غير المتزامن

- **Email :** This allows you to send and receive messages.

البريد الإلكتروني : يتيح لك إرسال واستقبال الرسائل.

- Emails are a little more formal than IMs.

تعتبر رسائل البريد الإلكتروني أكثر رسمية من الرسائل الفورية.



For example

→ You could email your teacher about a school project.

على سبيل المثال : يمكنك إرسال بريد إلكتروني إلى معلمك حول مشروع مدرسي.

→ You could also use email to reach out to a government agency or an official.

يمكنك أيضًا استخدام البريد الإلكتروني للتواصل مع هيئة حكومية أو أحد المسؤولين.

Tools needed :

Internet browser to access an email website, **or** an email application on your mobile device.

الأدوات المطلوبة: متصفح إنترنت للوصول إلى موقع البريد الإلكتروني، أو تطبيق البريد الإلكتروني على جهازك المحمول.

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. A cell phone application is an application that runs on your .... device.
   a. computer **b.** radio **c.** TV **d.** mobile
2. A device with a camera and speakers, and an application is needed to make ....
   a. documents **b.** emails
   c. instant messages **d.** video chats

focus on	يركز على	particular	معين	formal	رسمي	reach	يصل
	[illegible]	official	شخص مسؤول	agency	هيئة	project	مشروع

Stop here !



نقاط هامة وعبارات استرشادية



استمع إلى ملخص الدرس

Lesson Summary

- You can use the internet to communicate synchronously and asynchronously.
  يمكنك استخدام الإنترنت للتواصل بشكل متزامن وغير متزامن.
- Synchronous communication occurs in real time, with instant responses.
  الاتصال المتزامن هو الاتصال الذي يحدث في الوقت الفعلي، مع استجابات فورية.
- Instant messaging (IM) allows you to send messages using the internet.
  المراسلة الفورية (IM) تتيح لك إرسال الرسائل باستخدام الإنترنت.
- Chat rooms allow you to communicate in a group. غرف الدردشة تتيح لك التواصل في مجموعة.
- Asynchronous communication does not require an instant response.
  الاتصال غير المتزامن: لا يتطلب استجابة فورية.
- Email allows you to send and receive messages, or to reach out to a government agency or an official.
  البريد الإلكتروني يتيح لك إرسال واستقبال الرسائل أو التواصل مع جهة حكومية أو مسؤول.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Internet communication	Video chats - communication	Video chats and live television shows are digital tools for synchronous communication.
	camera - speakers	Device with a camera and speakers is needed for video chats.
	chat room - discussion	People may use a chat room to maintain a discussion on a particular study subject.
	application - run on	A cell phone application is an application that runs on your mobile device.
	Emails - formal	Emails are a little more formal than IMs.
	Video chats - mobile	Video chats allow you to communicate live with one or more people via your mobile device or computer.

General Exercises

On Lesson Four



▶ If you got 🔴 you need to revise the lesson again.

ممتاز 🔵 جيد جداً 🟢 جيد 🟡 غير جيد 🔴

قم بتقييم لنفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. You can use the internet to communicate .... [القاهرة - الشروق ٢٠٢٣]
   a. synchronously b. asynchronously c. both (a) & (b) d. none of them
2. Communication that occurs in real time with instant responses is ....
   a. synchronous b. asynchronous c. email d. none of them
   [الأزهر الشريف - الدقهلية - ميت غمر ٢٠٢٣]
3. The................ communication does not require an instant response. [أسوان - ادفو ٢٠٢٤]
   a. synchronous b. asynchronous c. letter d. email
4. .... allow you to communicate in a group. They usually focus on just one particular subject. [الإسكندرية - برج العرب ٢٠٢٤]
   a. Chat rooms b. IM c. Emails d. None of them
5. .... are a little more formal than IMs. [السويس - الجناين ٢٠٢٤]
   a. Video chats b. Emails c. Chat rooms d. All of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You can use the internet to communicate synchronously only. [الجيزة - الدقي ٢٠٢٤] (   )
2. Synchronous communication occurs in real time, with instant responses. [البحيرة - إيتاى البارود ٢٠٢٣] (   )
3. Video chats, live television shows, are examples of asynchronous communication. [الدقهلية - دكرنس ٢٠٢٣] (   )
4. Tools needed for emails are internet browser or an email application. [الأزهر الشريف - الإسكندرية - المنتزه ٢٠٢٣] (   )
5. Email allows you to communicate in a group. [الإسماعيلية - فايد ٢٠٢٤] (   )

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. We need a .... with a camera when we have a video chat.
   a. mobile device b. computer c. paper d. both (a) & (b)

2. .... allow you to send text messages using the internet.
   a. Google
   b. Letter
   c. Instant messages (IM)
   d. All of them
3. 🕮 .... is useful when you need an immediate response.
   a. Email
   b. Asynchronous
   c. Synchronous
   d. Letter
4. 🕮 The .... allow you to communicate in a group.
   a. emails
   b. chat rooms
   c. instant messaging (IM)
   d. none of them
5. .... allow you to send and receive messages. It is a little more formal than IMs.
   a. Emails
   b. Chat rooms
   c. Video chats
   d. Games

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. A device with a camera, speakers, and an application, is needed to make video chat. ( )
2. Sending a file via email, recorded educational programs, are examples of asynchronous communication. ( )
3. 🕮 Skype is an asynchronous communication medium. ( )
4. One of the examples of asynchronous communication is writing letters. ( )
5. Chat rooms usually focus on just one particular subject. ( )

للتدريب فقط

1 Complete the following sentences with appropriate words in brackets.

(Synchronous – Chat rooms – Video chats – Cell phone application – Emails)

1. .... are a little more formal than IMs.
2. .... communication occurs in real time.
3. .... is an application that runs on your mobile device. It allows you direct access to different programs such as email.
4. .... allow you to communicate in a group.

2 Read and write the name of the app or tool.

1. Is formal way to communicate. (......................)
2. Communication doesn't require an immediate response. (......................)









مراجعة عامة على الدرسين الثالث و الرابع فى ورقة واحدة.

Lesson 3 : Positive impacts of ICT

Digital Learning

- In 2018, the Egyptian government provided digital tools and resources to help you enjoy your time.
- Its goal is to implement a skill-based education, and ensure that all students can access learning materials equally.
- Digital devices can help a non-verbal person communicate and to learn.
- Digital devices can also be beneficial when unexpected events affect us.

Socializing

- Video-sharing platforms are used to learn or to teach new things.
- Remember to ask your family before you post anything online.
- You can work with classmates outside of school on a project, virtually.
- You can join an online group that shares your interests.
- Some common interests could include sports, movies, and games, like chess.

Lesson 4 : Internet communication

Synchronous communication

- It occurs in real time, with instant responses.
- **Video chats :** allow you communicate live with one or more people via your mobile or computer.
- **Instant messaging (IM) :** allow you send messages using the internet.
- **Cell phone application :** application that runs on your mobile device, it could be pre-installed on your mobile.
- **Chat rooms :** allow you to communicate in a group. They usually focus on just one particular subject.

Asynchronous communication

- It does not require an instant response.
- **Email :** This allows you to send and receive messages.
- Emails are a little more formal than IMs.

Accumulative Test

On Lessons 1,2,3 & 4

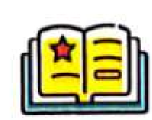
اختبـار تراكمـي على الدروس من الدرس الأول للدرس الرابع.

1 Choose the correct answer from a, b, c or d.

1. You can make video calls with your friends through ....
   a. scanner b. a mobile phone c. a printerfootprint d. screen
2. 📖 Using technology .... helps people to be successful citizens.
   a. badly b. negatively c. positively d. carelessly
3. Evaluating how you're using the internet is one of your .... as a digital citizen.
   a. responsibilities b. rights c. opinions d. none of them
4. .... are examples of asynchronous communication.
   a. Radio programs b. Codes c. Emails d. TV shows
5. Communication that does not require an instant response is ....
   a. synchronous b. asynchronous c. slow d. All of them
6. .... show you how to create a healthy meal step by step.
   a. Video sharing platforms b. Video games
   c. Printers d. Emails
7. It's important to share information bout yourself and others safely and ....
   a. strongly b. slowly c. responsibly d. weakly

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. William Tyner uses different types of digital technology in many aspects of his work. ( )
2. Be sure the source of information is not safe to view and share. ( )
3. 📖 You can use WhatsApp platform to learn or teach new things. ( )
4. You should respect intellectual property rights. ( )
5. Synchronous communication occurs in real time, with instant responses. ( )
6. Digital citizens have responsibilities only. ( )
7. Digital footprint is a record of what you do online. ( )
8. You can use the internet to communicate synchronously only. ( )



يمكنك المراجعة باستمرار (تراكمية) من خلال الصفحة السابقة.



How to use e-communication



Learn

How to use ICT tools to communicate: كيفية استخدام أدوات تكنولوجيا المعلومات والاتصالات للتواصل:

Making Video Chats إجراء محادثات الفيديو



- **To start a call** → you create a link to send to the participant(s).
  لبدء محادثة فيديو، عليك إنشاء رابط لإرساله إلى المشارك (المشاركين).
- **If you're joining a call** → you click on a link and wait to be "let in" by the person who initiated it.
  إذا كنت ترغب في الانضمام إلى محادثة فيديو، فعليك أن تنقر على الرابط الخاص بها وتنتظر حتى «يسمح» لك الشخص الذي بدأها.
- **You can answer the call by** → clicking on the phone/video icon.
  يمكنك الرد على محادثة الفيديو بالضغط على أيقونة الهاتف/الفيديو.
- **Make sure your microphone and camera are on.** Sometimes, the person in charge of the call may mute people's microphones.
  تأكد من تشغيل الميكروفون والكاميرا. في بعض الأحيان، قد يغلق الشخص المسؤول عن المحادثة صوت ميكروفونات الأشخاص الآخرين.
- You can also **mute your microphone or turn off** your camera at any time.
  يمكنك أيضًا غلق صوت الميكروفون أو إيقاف تشغيل الكاميرا وقتما تشاء.

link	رابط	initiated	بدأ	mute	يكتم / يغلق
join	ينضم	clicking	ضغط		

- **If your camera is on**, anyone who is on the call will be able to see you.
  إذا كانت الكاميرا قيد التشغيل، فسيتمكن أي شخص مشارك بالمكالمة من رؤيتك.
- **Be properly dressed and behave as if you were out in public.**
  ارتدي ملابس مناسبة وتصرف كما لو كنت موجود في مكان عام.
- **Take your turn when speaking.** تحدث عندما يأتي دورك.
- **Make sure there is nothing in your background that** indicates your address or any personal information that you do not want to share.
  تأكد من عدم وجود أي شيء في الخلفية يشير إلى عنوانك أو أي معلومات شخصية لا ترغب في مشاركتها.



Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. To start a call, make sure your .... are on.
   a. microphone **b.** camera **c.** screen **d.** both (a) & (b)
2. If your .... is on, anyone who is on the call will be able to see you.
   a. printer **b.** camera **c.** light **d.** both (a) and (c)

In chat rooms في غرف الدردشة



- You can simply type and submit your comment.
  يمكنك ببساطة كتابة تعليقك وإرساله.
- You can reply to messages too. يمكنك الرد على الرسائل أيضا.
- Some participants may reply to your message.
  قد يقوم بعض المشاركين بالرد على رسالتك.
- Remember, anyone in the chat room can read your messages, so be polite, helpful, and positive.
  تذكر أن أي شخص في غرفة الدردشة سيكون قادرًا على قراءة رسائلك، لذلك كن مهذبًا ومتعاونًا وإيجابيًا.

Instant messaging المراسلة الفورية

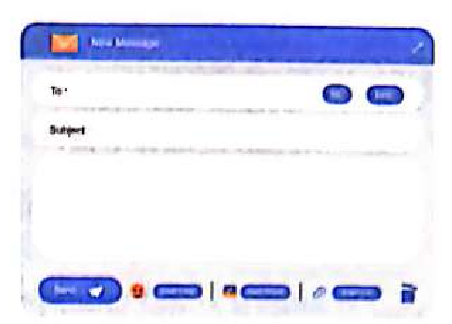


- Click on the name of the person you'd like to chat with.
  اضغط على اسم الشخص الذي ترغب في الدردشة معه.
- Type your message and click the "Send" icon.
  اكتب رسالتك وانقر على أيقونة «إرسال».
- Instant messaging is a fun, casual way to communicate.
  تعد المراسلة الفورية وسيلة ممتعة وغير رسمية للتواصل.
- You may use phrases instead of full sentences, emoticons, or even images to communicate, but it's still important to show manners.
  يمكنك استخدام عبارات قصيرة بدلاً من الجمل الكاملة بالإضافة إلى الرموز والصور للتواصل، ولكن من المهم التحلى بالأخلاق فى التعامل مع الآخرين.

properly	بطريقة مناسبة	behave	يتصرف	personal information	معلومات شخصية
address	عنوان	manners	أخلاق	phrases	عبارات



Email البريد إلكتروني



- It's common to use emails in more formal situations - such as creating an EKB account and writing to your teacher.

  من الشائع استخدام رسائل البريد الإلكتروني في المواقف الأكثر رسمية - مثل إنشاء حساب على بنك المعرفة المصري ومراسلة معلمك.

- To send an email to someone, type their email address in the "To:" field. لإرسال بريد إلكتروني إلى شخص ما، اكتب عنوان بريده الإلكتروني في خانة «To:».
- Provide clear subject information in the subject line.

  قدم معلومات واضحة عن موضوع الرسالة في سطر الموضوع.

- When writing an email, be sure to use proper grammar.

  عند كتابة بريد إلكتروني، تأكد من استخدام القواعد النحوية (اللغوية) الصحيحة.

- Be polite and clear. كن مهذبًا وواضحًا.
- Use greetings and endings. استخدم عبارات التحية والختام.
- If you're sending attachments, be sure the information you're sending is safe and accurate. إذا كنت ترسل مرفقات، فتأكد من أن المعلومات التي ترسلها آمنة ودقيقة.

Forms of E-Communication

Video chats
- Be properly dressed.
- Take your turn when speaking.

Chat rooms
Be polite, helpful, and positive.

Instant messaging
- You can use simple words and phrases.
- It's still important to show manners.

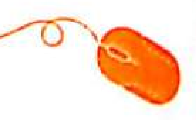
Email
- Be clear.
- Make sure information is accurate.

helpful	مفيد	attachments	مرفقات	field	حقل	type	يكتب
situations	مواقف	comment	تعليق	greetings	تحيات	emotions	رموز تعبيرية
provide	يقدم	positive	إيجابي	participants	مشاركين	endings	نهايات

Stop here !







استمع إلى ملخص الدرس

نقاط هامة وعبارات استرشادية يمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- To start a video chat, you create a link to send to the participant(s).
لبدء محادثة فيديو، عليك إنشاء رابط لإرساله إلى المشارك (المشاركين).
  - On video chats make sure your microphone and camera are on.
  أثناء محادثات الفيديو تأكد من تشغيل الميكروفون والكاميرا.
  - On video chats make sure there is nothing in your background that indicates your address or any personal information that you do not want to share.
  تأكد من عدم وجود أى شئ فى الخلفية يشير إلى عنوانك أو أى معلومات شخصية لا ترغب فى مشاركتها.
- In a chat room, you can simply type and submit your comment.
في غرفة الدردشة، يمكنك ببساطة كتابة تعليقك وإرساله.
  - Some participants may reply to your message. قد يقوم بعض المشاركين بالرد على رسالتك.
- Instant messaging is a fun, casual way to communicate.
تعد المراسلة الفورية وسيلة ممتعة وغير رسمية للتواصل.
- It's common to use emails in more formal situations.
من الشائع استخدام رسائل البريد الإلكتروني في المواقف الأكثر رسمية.
- When writing an email, be sure to use proper grammar and be polite and clear.
عند كتابة بريد إلكتروني، تأكد من استخدام القواعد النحوية الصحيحة وأن تكون مهذبًا وواضحًا.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
How to use e-communication	camera - call	If your camera is on, anyone who is on the call will be able to see you.
	in charge - mute	The person in charge of the video call may mute people's microphones.
	access - messages	Anyone who has access to the chat room will be able to read your messages.
	fun - communicate	Instant messaging is a fun, casual way to communicate.
	emails - formal	Emails are used in more formal situations.

General Exercises

On Lesson Five





▸ If you got 🔴 you need to revise the lesson again.

🔵 ممتاز 🟢 جيد جدا 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

Choose the correct answer from a, b, c or d.

1. To have video chats with your friends you need to .... [أسوان - دراو ٢٠٢٤]
   a. scanner b. printer
   c. device equipped with a camera and speakers d. keyboard
2. In a chat room, some participants may .... to your message. [الإسكندرية - العجمى ٢٠٢٣]
   a. behave b. click c. reply d. delete
3. To create an EKB account, use .... [القاهرة - الشروق ٢٠٢٤]
   a. emails b. instant messaging c. WhatsApp d. Facebook
4. The person in charge of the video chat may mute people's ....
   [الأزهر الشريف - الغربية - شرق المحلة ٢٠٢٤]
   a. camera b. microphones c. screen d. none of them
5. While you are on a call, you can turn off your .... at any time. [الفيوم - غرب الفيوم ٢٠٢٣]
   a. camera b. TV c. door d. all of them

Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You can turn on or off camera during the video chat. [الدقهلية - ميت غمر ٢٠٢٤] ( )
2. To send an email to someone, type their email address in the "To:" field.
   [الغربية - سمنود ٢٠٢٤] ( )
3. Email should contain grammar mistakes before you send it. [الإسكندرية - المنتزه ٢٠٢٣] ( )
4. Be sure the information you're sending is safe and accurate, when you send an email. [الأزهر الشريف - القاهرة ٢٠٢٤] ( )
5. Instant messaging is a fun, casual way to communicate. [أسيوط - القوصية ٢٠٢٣] ( )

2. El-Moasser Exercises تدريبات كتاب المعاصر

Choose the correct answer from a, b, c or d.

1. In a chat room, you can simply type and submit your ....
   a. name b. address c. comment d. number
2. 📖 On video chats, you should be properly .... and behave as if you were out in public.
   a. nervous b. dressed c. angry d. worried
3. To start a .... , you must create a link and send it to the participants.
   a. presentation b. video chat c. chat room d. none of them
4. Anyone who has access to the .... will be able to read your messages.
   a. chat room b. location c. game d. class
5. To send an instant message click on the .... of the person you'd like to chat with.
   a. photo b. name c. computer d. all of them
6. If you're joining a call, you click on a .... and wait to be "let in".
   a. button b. link c. screen d. switch

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Instant messaging is a fun, casual way to communicate. ( )
2. Anyone who has access to the chat room won't be able to read your messages. ( )
3. To send an email to someone, type their email address in the subject line. ( )
4. 🕮 The person, who initiated the call, can make you "let in" in the call. ( )
5. If your camera is on, no one who is on the call will be able to see you. ( )
6. Be polite, helpful, and positive, when you are in a chat room. ( )

للتدريب فقط

1 Complete the following sentences with appropriate words in brackets.

(grammar - email - accurate – mute)

1. If you're sending an ...., be sure the information you're sending is safe and accurate.
2. Be clear, make sure information is ....
3. You can .... your microphone or turn off your camera at any time.

2 Read and write the name of the app or tool.

1. To start it, you create a link to send to the participant(s). (......................)
2. If it is on, anyone who is on the call will be able to see you. (......................)
3. In it, you can simply type and submit your comment. (......................)

3 Read and circle the correct one.

1. Make sure your **(microphone – mouse)** and camera are on, when you start a **(call – game)**.
2. In a chat room, you can simply type and **(submit – delete)** your comment.

4 Read and correct words between brackets.

1. If your **(screen)** is on, anyone who is on the call will be able to see you. ( )
2. In a **(class)**, you can reply to messages too. Some participants may reply to your message. ( )
3. Use **(starting)** and endings. If you're sending an email. ( )



LESSON 6

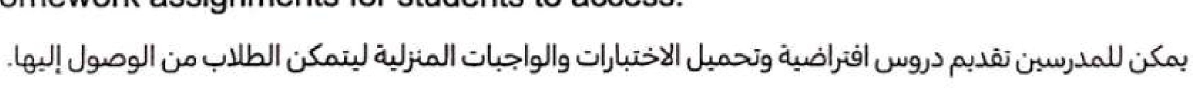
Online learning environments and sources

Online learning environments بيئات التعلم عبر الإنترنت

- Online learning environments, like Edmodo®,
  → allow teachers and students to communicate,
  no matter where they are.

  تتيح بيئات التعلم عبر الإنترنت، مثل ®Edmodo، للمعلمين والطلاب التواصل بغض النظر عن مكان وجودهم.

- **Teachers can** provide virtual lessons and upload quizzes and homework assignments for students to access.

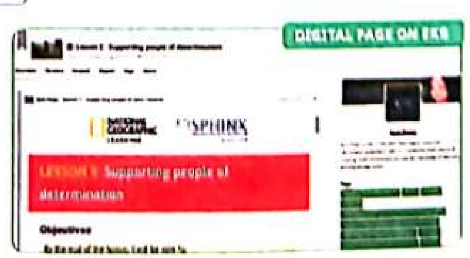
يمكن للمدرسين تقديم دروس افتراضية وتحميل الاختبارات والواجبات المنزلية ليتمكن الطلاب من الوصول إليها.

- **Students can** also send messages to their teachers, and post their completed assignments. يمكن للطلاب أيضًا التواصل مع معلميهم ونشر المهام الدراسية عند إكمالها.

Online learning sources مصادر التعلم عبر الإنترنت

- There are **multiple online learning sources** that can help you to learn about different subjects.

  هناك العديد من مصادر التعلم عبر الإنترنت التي يمكن أن تساعدك في التعرف على موضوعات مختلفة.



environments	بيئات	upload	تحميل	quizzes	اختبارات		
multiple	العديد	completed	مكتملة	assignments	مهام / واجبات		

▶ **Here are just a few examples:** بعض الأمثلة لمصادر التعلم عبر الإنترنت :

Egyptian Knowledge Bank بنك المعرفة المصري



▶ This is **Egypt's premiere online library** of resources for a variety of subjects.

هذه هي المكتبة الإلكترونية الأولى في مصر التي تحتوي على مصادر حول موضوعات متنوعة.

• It allows you to research and examine different topics, digital articles, and videos just by clicking on them.

تمكنك من الاطلاع على الموضوعات المختلفة والمقالات الرقمية ومقاطع الفيديو بمجرد الضغط عليها.

Vlaby فلابي

▶ **A virtual labs platform** that enables students and teachers to do lab experiments in an interactive environment.

منصة معامل افتراضية تمكن الطلاب والمعلمين من إجراء التجارب المعملية في بيئة تفاعلية.



• It's not only informative, but fun too!

إنها ليست غنية بالمعلومات فحسب بل إنها ممتعة أيضًا!

National Geographic Kids ناشيونال جيوجرافيك كيدز

▶ **A popular online source for kids** to find information on a variety of subjects, from animals and science, to history and even geography.

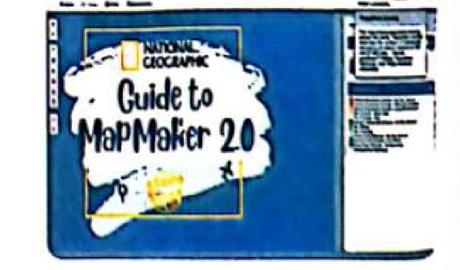
مصدر شائع عبر الإنترنت يمكن الأطفال من العثور على معلومات عن موضوعات متنوعة، بدءًا من الحيوانات والعلوم وحتى التاريخ والجغرافيا.



Mapmaker Interactive مصمم الخرائط التفاعلي

▶ **A special interactive feature delivered by National Geographic**, Mapmaker Interactive provides online world mapping tools for students and teachers. Map themes, data, and tools are used.

خاصية تفاعلية مميزة تقدمها ناشيونال جيوجرافيك، يوفر مصمم الخرائط التفاعلي أدوات رسم خرائط العالم عبر الإنترنت للطلاب والمعلمين. يسمح باستخدام موضوعات وبيانات وأدوات متعلقة بالخرائط.



• Reliable online digital tools are invaluable sources of information.

تعد الأدوات الرقمية الموثوقة عبر الإنترنت مصادر معلومات لا تقدر بثمن.

• **The Mapmaker Interactive** is one of the safest sites for research and data collection.

يعد مصمم الخرائط التفاعلي واحدًا من أكثر المواقع أمانًا للبحث وجمع البيانات.

invaluable	لا يقدر بثمن	labs	معامل	enable	تمكن	experiments	تجارب
digital articles	مقالات رقمية	examine	يفحص	feature	ميزة / خاصية	interactive	تفاعلية

Stop here !







استمع إلى ملخص الدرس

نقاط هامة وعبارات استرشادية يمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- Online learning environments, like Edmodo, allow teachers and students to communicate, no matter where they are.
  تسمح بيئات التعلم عبر الإنترنت، مثل Edmodo، للمعلمين والطلاب بالتواصل بغض النظر عن مكان تواجدهم.
- EKB is Egypt's premiere online library of resources for a variety of subjects.
  بنك المعرفة المصرى هو المكتبة الإلكترونية الأولى في مصر التي تحتوي على مصادر لموضوعات متنوعة.
- Vlaby is a virtual labs platform that enables students and teachers to do lab experiments in an interactive environment.
  فلابي Vlaby عبارة عن منصة مختبرات افتراضية تمكن الطلاب والمدرسين من إجراء تجارب معملية في بيئة تفاعلية.
- National Geographic Kids is a popular online source for kids to find information on a variety of subjects.
  يعد ناشيونال جيوجرافيك كيدز مصدرًا شائعًا عبر الإنترنت للأطفال للعثور على معلومات حول موضوعات متنوعة.
- Mapmaker Interactive provides online world mapping tools for students and teachers.
  يوفر مصمم الخرائط التفاعلي أدوات رسم خرائط العالم عبر الإنترنت للطلاب والمدرسين.
- Reliable online digital tools are invaluable sources of information.
  تعد الأدوات الرقمية الموثوقة عبر الإنترنت مصادر معلومات لا تقدر بثمن.
- The Mapmaker Interactive is one of the safest sites for research and data collection.
  يعد مصمم الخرائط التفاعلي واحدًا من أكثر المواقع أمانًا للبحث وجمع البيانات.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Online learning environments and sources	Edmodo	Edmodo allows teachers and students to communicate.
	EKB - topics	EKB allows you to research and examine different topics, digital articles, and videos just by clicking on them.
	Vlaby informative	Vlaby is not only informative, but fun too.
	kids - informative	National Geographic Kids is a popular online source for kids to find information on a variety of subjects.
	safest - research	The Mapmaker Interactive is a special feature delivered by National Geographic.




▶ If you got 🔴 you need to revise the lesson again.

🔵 ممتاز 🟢 جيد جداً 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. Online learning environments, like ...., allow teachers and students to communicate. (الإسكندرية - المنتزه ٢٠٢٤)
   a. Facebook b. games c. Edmodo d. all of them
2. Teachers can provide virtual .... and upload quizzes through online learning environments. (الأزهر الشريف - بنى سويف ٢٠٢٣)
   a. lessons b. games c. toys d. schools
3. .... provides online world mapping tools for students and teachers. (القاهرة - شبرا ٢٠٢٤)
   a. National geographic kids b. Vlaby
   c. Edmodo d. Mapmaker Interactive
4. There are multiple online learning .... that can help you to learn about different subjects. (كفر الشيخ - الرياض ٢٠٢٤)
   a. films b. sources c. newspaper d. all of them
5. .... is Egypt's premiere online library of resources for a variety of subjects.
   a. ISP b. Vlaby
   c. EKB d. None of them (الأزهر الشريف - الجيزة ٢٠٢٤)

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Reliable online digital tools are invaluable sources of information. (الدقهلية - طنطا ٢٠٢٤) (   )
2. The National Geographic platform for children enables you to conduct an experiment in science interactively. (الغربية - بسيون ٢٠٢٤) (   )
3. Mapmaker helps you to conduct your scientific experiments interactively. (الأزهر الشريف - القاهرة - المطرية ٢٠٢٣) (   )
4. Edmodo platform enables teachers to deliver lessons online. (سوهاج - جهينة ٢٠٢٣) (   )
5. Online environments don't allow students to post their completed assignments. (الإسماعيلية - أبو صبر ٢٠٢٤) (   )

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. Teachers can provide virtual .... and upload quizzes through online learning environments.
   a. lessons b. games c. toys d. schools



2. .... is a special interactive feature delivered by National Geographic.
   a. Edmodo b. Mapmaker c. Vlaby d. EKB
3. .... provides online world mapping tools for students and teachers.
   a. National Geographic Kids b. Vlaby
   c. Edmodo d. Mapmaker Interactive
4. Reliable online digital tools are invaluable sources of ....
   a. information b. maps c. labs d. animals
5. Students can send messages to their teachers, and post their completed assignments through ....
   a. Excel b. Edmodo c. PowerPoint d. All of them
6. .... is a virtual labs platform, it's not only informative, but fun too.
   a. Edmodo b. EKB c. Vlaby d. WhatsApp
7. EKB allows you to .... and examine different topics, digital articles, and videos.
   a. play b. send c. research d. call

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Edmodo is a virtual lab platform to do lab experiments. ( )
2. EKB and WhatsApp are online learning sources. ( )
3. National Geographic Kids is the source you need to work on a science experiment. ( )
4. Kids can find information on animals, science, history and even geography on National Geographic Kids. ( )
5. There are many online learning source that can help you to learn. ( )

للتدريب فقط

1 Complete the following sentences with appropriate words in brackets.

(Mapmaker Interactive – invaluable – library – Edmodo)

1. .... enables students to send messages to their teachers.
2. The .... is one of the safest sites for research and data collection.
3. Reliable online digital tools are .... sources of information.
4. EKB is Egypt's premiere online .... of resources for a variety of subjects.

2 Read and write the name of the app or tool.

1. A virtual labs platform that enables students and teachers to do lab experiments in an interactive environment. (......................)
2. A special interactive feature delivered by National Geographic, it provides online world mapping tools for students and teachers. (......................)
3. It allows teachers and students to communicate, no matter where they are. (......................)

قم بتلوين الدائرة باللون المناسب لمستواك.

Revision



on Lessons 5 & 6



مراجعة عامة على الدرسين الخامس و السادس في ورقة واحدة.

Lesson 5 : How to use e-communication

Using ICT tools to communicate

1. Video Chats :

- To start a call, you create a link to send to the participant(s).
- Make sure your microphone and camera are on.
- Be properly dressed.
- Take your turn when speaking.

2. Chat Rooms :

- You can type and submit your comment.
- Be polite, helpful, and positive.

3. Instant Messaging :

- Fun, casual way to communicate.
- Use phrases, emoticons and images to communicate.
- It's important to show manners.

4. Email :

- Emails are used in more formal situations.
- Provide clear subject.
- Use proper grammar.
- Be polite and clear.
- Be sure the information is accurate.

Lesson 6 : Online learning environments and sources

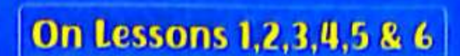
Online learning environments

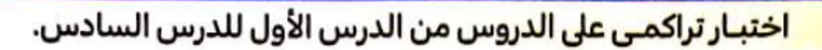
- **Edmodo :**
  - Allows teachers and students to communicate, no matter where they are.
  - Teachers can provide virtual lessons.

Online learning sources

- **Egyptian Knowledge Bank :**
  - Egypt's premiere online library of resources for a variety of subjects.
- **Vlaby :**
  - A virtual labs platform, not only informative, but fun too.
- **National Geographic Kids :**
  - Online source for kids to find information on a variety of subjects.
- **Mapmaker Interactive :**
  - Provides online world mapping tools for students and teachers.
  - One of the safest sites for research and data collection.

Accumulative Test





1 Choose the correct answer from a, b, c or d.

1. .... is a form of digital learning resources via the internet.
   a. WhatsApp b. Facebook c. EKB d. Email
2. All schools encourage students to learn about how to use .... responsibly, safely, and intelligently.
   a. piracy b. pollution c. technology d. slide
3. One of your .... as a digital citizen is not committing piracy.
   a. responsibilities b. opinions c. rights d. habits
4. Instant messaging can include ....
   a. text b. pictures c. videos d. all of them
5. With .... communication, participants can receive immediate feedback.
   a. computer b. asynchronous c. synchronous d. radio
6. Anyone who has access to the .... will be able to read your messages.
   a. chat room b. location c. game d. class
7. .... is a virtual labs platform.
   a. WhatsApp b. Vlaby c. Facebook d. Printer
8. To start a/an .... , you must create a link and send it to the participants.
   a. presentation b. chat room c. video chat d. email

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You shouldn't show a positive behavior in your communication online. ( )
2. Chat rooms usually focus on just one particular subject. ( )
3. Facebook is a virtual labs platform. ( )
4. During video chats, you should get worrid well. ( )
5. Digital citizen has inability of using technology tools. ( )
6. In chat room, you cannot reply to messages. ( )
7. Instant messaging allows sending text message via internet application. ( )



يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.

LESSON 7

Planning digital searches



▶ Conducting a digital search for reliable content

إجراء بحث رقمي للحصول على محتوى موثوق

▶ It's important to plan before conducting a **digital search**.

من المهم التخطيط قبل إجراء بحث رقمي.

▶ **Planning** will help you focus on the information you're trying to gather.

سيساعدك التخطيط في التركيز على المعلومات التي تحاول جمعها.



Steps to conduct a digital search

1 Choose your topic. اختر موضوع بحثك.

- What do you already know about the topic? ماذا تعرف بالفعل عن الموضوع؟
- What else do you want to learn about it? ما النقاط الإضافية التي تريد أن تتعلمها عنه؟
- Think and write notes. فكر واكتب الملاحظات.

2 Choose the types of online sources you will use.

اختر أنواع المصادر الألكترونية التي ستستخدمها.

Remember

- A digital search can include audio, video, and image sources, not just text sources.

  تذكر أن البحث الرقمي يمكن أن يتضمن مصادر كالتسجيلات الصوتية ومقاطع الفيديو والصور، وليس فقط مصادر نصية.

- Consider asking your teacher, parent, or school librarian for advice about which sources to use for your research.

  يمكنك استشارة معلمك أو أحد والديك أو أمين مكتبة المدرسة حول المصادر التي يصلح استخدامها في بحثك.

important	مهم	planning	تخطيط	conducting	إجراء
digital search	بحث رقمي	notes	ملاحظات	topic	موضوع
reliable	موثوق	content	محتوى	types	أنواع



3 Prepare to evaluate the types of sources you've chosen.

استعد لتقييم أنواع المصادر التي اخترتها.

▶ Are they reliable or unreliable ? هل هي موثوقة أم غير موثوقة ؟



- While conducting your digital content search, be sure to stay focused on the topic you're researching.
  أثناء إجراء البحث عن المحتوى الرقمي، احرص على التركيز على الموضوع الذى تبحث عنه فقط.
- Once you find information that seems to answer your questions, evaluate it. Is it reliable?
  بمجرد العثور على المعلومات التي يبدو أنها تجيب على أسئلتك، قم بتقييمها. هل هي موثوقة؟
- Once you've determined that the information is reliable, take thorough notes.
  بمجرد تحديد أن المعلومات موثوقة، قم بتدوين ملاحظات مفصلة ودقيقة عنها.
- Be sure to write down what you're going to use from the source material.
  تأكد من كتابة ما ستستخدمه من مادة المصدر.
- Don't forget to cite the source information in your notes.
  لا تنس ذكر مصدر المعلومات في ملاحظاتك.
- You will need to credit the source in your report. ستحتاج إلى ذكر المصدر في تقريرك.



▶ Choose the correct answer from a, b, c or d.

1. A digital search can include .... sources, not just text sources.
   a. audio **b.** video **c.** image **d.** all of them
2. .... is the first step of conducting a digital search.
   a. Citizenship **b.** Reliable source
   c. Defining the topic **d.** All of them
3. It's important to .... before conducting a digital search.
   a. write **b.** plan **c.** draw **d.** watch

sources مصادر seem determine يبدو يحدد
unreliable غير موثوقة cite forget يذكر ينسى
ملاحظات مفصلة prepare report يستعد تقرير

Unreliable sources
مصادر غير موثوقة

- You may find factual information on social media sites, such as:
  - Facebook®
  - Wiki pages
  - blogs



فد تجد معلومات صحيحة على مواقع التواصل الاجتماعي، مثل : فيسبوك ®Facebook، وصفحات ويكى Wiki، والمدونات.

- However, you are also likely to find information full of opinions, errors, and even lies.

ولكن من المحتمل أيضًا أن تجد معلومات مليئة بالآراء الشخصية والأخطاء وحتى الأكاذيب.

- You must be wary of information you find on these types of sources.

يجب أن تكون حذرًا عند استخدام المعلومات التي تجدها في هذه الأنواع من المصادر.

Reliable sources
مصادر موثوقة

- Reliable sources are:
  - articles
  - information written and verified by experts.



EKB
بنك المعرفة المصرى

المصادر الموثوقة هي مقالات أو معلومات كتبها خبراء وتحققوا من صحتها.

- The information is presented in a professional fashion.

يتم تقديم المعلومات بطريقة احترافية.

- The source information is well-written, without grammar or spelling mistakes.

تكتب هذه المصادر بعناية كما تقل فيها الأخطاء النحوية والإملائية.

4 Organizing and writing your report
تنظيم وكتابة تقريرك



- After you've completed your online search, gather your notes and reliable source information.

بعد الانتهاء من البحث عبر الإنترنت، اجمع ملاحظاتك والمعلومات الموثوقة.

- Use your notes to write an outline.

استخدم ملاحظاتك لكتابة مخطط تفصيلي.

- This will help you present the information in your report in a logical way.

سيساعدك هذا على تقديم المعلومات الواردة في تقريرك بطريقة منطقية.

5 Writing an outline
كتابة مخطط تفصيلي

An outline should include :
يجب أن يتضمن المخطط التفصيلي ما يلي :

- An introduction that introduces the topic of the report.
مقدمة عن موضوع التقرير.
- Supporting paragraphs that present the information.
فقرات داعمة تعرض المعلومات.
- A conclusion or final thoughts on the information that you have presented.
خاتمة أو أفكار نهائية حول المعلومات التي قدمتها.

factual	واقعى / صحيح	professional	احترافى	logical	منطقى
fashion	طريقة	mistakes	اخطاء	introduction	مقدمة
conclusion	خاتمة	paragraphs	فقرات	outline	مخطط تفصيلى

Stop here !



نقاط هامة وعبارات استرشادية يمكنك من تلخيص وإتقان الدرس.





Lesson Summary

- It's important to plan before conducting a digital search.

  من المهم التخطيط قبل إجراء البحث الرقمي.

- A digital search can include audio, video, and images sources, not just text sources.

  يمكن للبحث الرقمي أن يتضمن مصادر كالتسجيلات الصوتية ومقاطع الفيديو والصور، وليس فقط مصادر نصية.

- While conducting your digital content search, be sure to stay focused on the topic you're researching.

  أثناء إجراء البحث عن المحتوى الرقمي، تأكد من الاستمرار في التركيز على الموضوع الذي تبحث عنه.

- Once you've determined that the information is reliable, take thorough notes.

  بمجرد تحديد أن المعلومات موثوقة، قم بتدوين ملاحظات مفصلة ودقيقة عنها.

- Don't forget to cite the source information in your notes while conducting your digital content search.

  لا تنس الإشارة إلى مصدر المعلومات في ملاحظاتك أثناء إجراء البحث عن المحتوى الرقمي.

- After you've completed your online search, gather your notes and reliable source information.

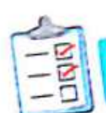
  بعد الانتهاء من البحث عبر الإنترنت، اجمع ملاحظاتك ومعلومات موثوقة.

- Use your notes to write an outline.

  استخدم ملاحظاتك لكتابة مخطط تفصيلي.

- Writing an outline will help you present the information in your report in a logical way.

  سيساعدك كتابة المخطط التفصيلي على تقديم المعلومات في تقريرك بطريقة منطقية.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam Items
Planning digital searches	plan - search	It's important to plan before conducting a digital search.
	types - sources	Choose the types of online sources you will use.
	focused - topic	While conducting your digital content search, be sure to stay focused on the topic you're researching.
	cite - notes	Don't forget to cite the source information in your notes.
	wary - unreliable	You must be wary of information you find on unreliable sources.
	outline - conclusion	An outline should include a conclusion or final thoughts on the information that you have presented.

General Exercises

On Lesson Seven



▶ If you got 🔴 you need to revise the lesson again.

🔵 ممتاز 🟢 جيد جداً 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. The first step when starting to prepare a digital research is .... (الجيزة - الدقي ٢٠٢٤)
   a. defining the topic of the research b. defining the sites
   c. formulating the conclusion d. all of them
2. .... before conducting a digital search is very important. (الدقهلية - دكرنس ٢٠٢٤)
   a. Sharing b. Planning c. Helping d. All of them
3. Choose the types of online .... you will use when you want to conduct a digital search. (الأزهر الشريف - البحيرة - إيتاي البارود ٢٠٢٣)
   a. classes b. games c. lessons d. sources
4. Once you find information for your digital source .... it. (القاهرة - المعصرة ٢٠٢٣)
   a. ask b. evaluate c. remove d. delete
5. The following are unreliable sources except .... (الغربية - طنطا ٢٠٢٤)
   a. Facebook b. articles c. Wiki page d. blogs

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Facebook, Wiki and blogs are non-reliable sources. (الفيوم - غرب الفيوم ٢٠٢٣) (   )
2. The articles written and verified by experts are called unreliable sources. (القاهرة - عين شمس ٢٠٢٤) (   )
3. You can write your research without indicating the source from which you got the information. (الجيزة - الهرم ٢٠٢٤) (   )
4. The unreliable source of information is well-written, without grammar or spelling mistakes. (المنوفية - شبين الكوم ٢٠٢٣) (   )

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. Information that is full of opinions and errors is from ....
   a. reliable sources b. unreliable sources c. articles d. experts
2. Don't forget to .... the source information in your notes while conducting you digital content search.
   a. cite b. delete c. remove d. ignore
3. While conducting your digital search, prepare to .... the types of sources you've chosen.
   a. delete b. count c. evaluate d. write
4. From reliable digital learning resources via the internet ....
   a. WhatsApp b. Facebook c. EKB d. none of them



5. When doing a research, it is necessary to mention the .... in the final report.
   a. sources of information b. articles
   c. outline d. none of them
6. An outline should include a .... or final thoughts on the information that you have presented.
   a. conclusion b. graph c. topic d. presentation

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Information sources should be evaluated when collected. (   )
2. Digital search includes text sources only. (   )
3. All social networking sites contain unreliable information. (   )
4. Don't cite the source information while conducting your digital content search. (   )
5. WhatsApp is a reliable source for information. (   )

للتدريب فقط

1 Complete the following sentences with appropriate words in brackets.

(outline – plan – advice – experts – information)

1. Reliable sources are articles or information written and verified by ....
2. You must be wary of .... you find on these types of sources like Facebook.
3. Use your notes to write an .... .This will help you present the information in your report in a logical way.
4. It's important to .... before conducting a digital search.
5. Ask your teacher, parent, or school librarian for .... about which sources to use for your research.

2 Read and write the name of the app or tool.

1. It should include supporting paragraphs that present the information. (......................)
2. They aren't accurate sources like Facebook and blogs. (......................)
3. The information in it is well-written without grammar or spelling mistakes. (......................)

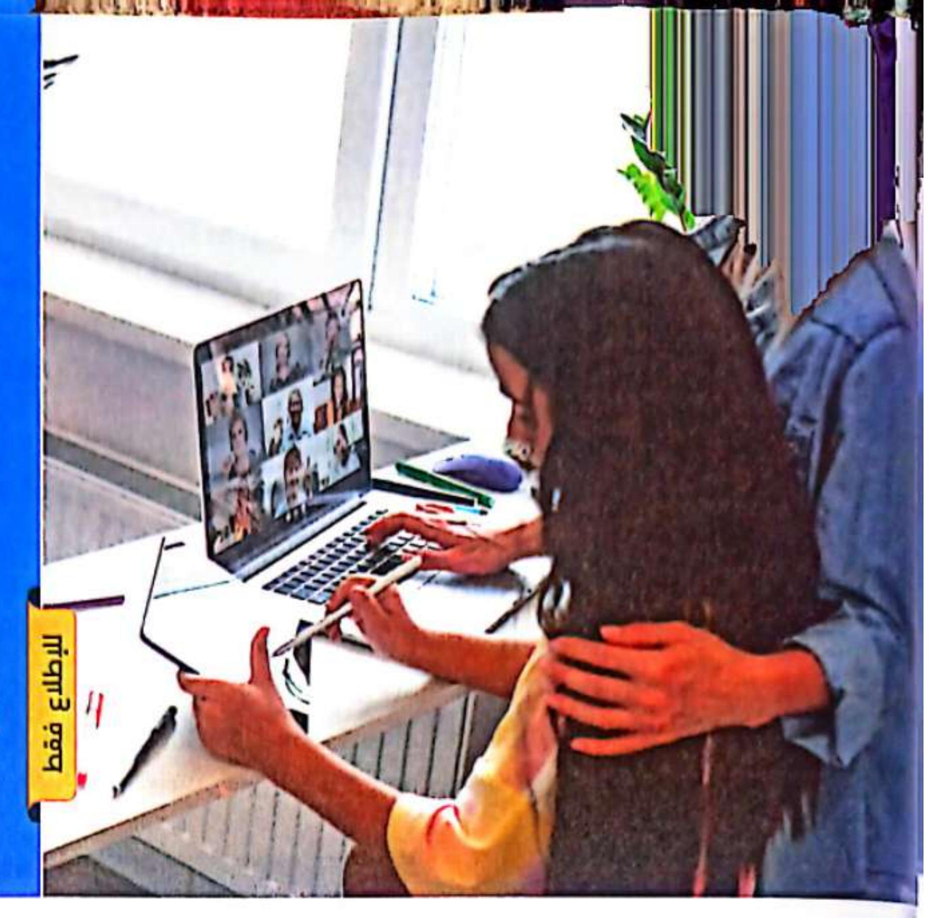
3 Read and circle the correct usage.

1. Reliable sources
   - the information is presented in a professional fashion.
   - full of opinions, errors, and even lies.
2. Planning
   - helps you to write a letter.
   - helps you focus on the information you're trying to gather.

قم بتلوين الدائرة باللون المناسب لمستواك.



Synchronous and asynchronous communication



▸ The internet allows us to communicate instantaneously.

يتيح لنا الإنترنت التواصل بشكل فوري.

- We can send a quick "Happy Birthday", have friendly conversations, quickly check doubts with people who are not present.

يمكننا إرسال «عيد ميلاد سعيد» سريعًا، وإجراء محادثات للاطمئنان على الأشخاص الذين يعيشون بعيدًا عنا.

- Instant communication is not always a good thing. التواصل الفوري ليس بالأمر الجيد دائمًا.

- Sometimes we need to give ourselves, or the people with whom we are communicating time to consider information we send, our question or their answer.

في بعض الأحيان نحتاج إلى منح أنفسنا أو الأشخاص الذين نتواصل معهم وقتًا كافيًا للتفكير في المعلومات التى أرسلناها، أسئلتنا أو إجاباتهم.

- It is important to know when each type of communication is appropriate.

من المهم معرفة متى يكون كل نوع من أنواع التواصل مناسبًا.

▸ Synchronous communication is appropriate:

يكون الاتصال المتزامن مناسبًا:

- between friends or close family.

بين الأصدقاء أو أفراد العائلة المقربين.

instantaneously	بشكل فورى	appropriate	مناسب	doubts	شكوك
check	تحقق	conversations	محادثات	present	حاضر

- when the information is urgent or needs to be transmitted quickly
عندما تكون المعلومات عاجلة أو تحتاج إلى نقلها بسرعة
- when the information is about day-to-day matters عندما تكون المعلومات حول الأمور اليومية
- when an answer does not require very much thought or preparation
عندما لا تتطلب الإجابة الكثير من التفكير أو التحضير

▶ Asynchronous communication is appropriate: يكون الاتصال غير المتزامن مناسبًا:



- between people who do not know each other well
بين الأشخاص الذين لا يعرفون بعضهم البعض جيداً
- when the information is important but not urgent
عندما تكون المعلومات مهمة ولكنها ليست عاجلة
- when the information is about sensitive or complex matters عندما تكون المعلومات حول أمور حساسة أو معقدة
- when an answer requires thought and preparation عندما تتطلب الإجابة تفكيراً وإعداداً



Remember :

- Online learning environments include synchronous and asynchronous methods of communication. تذكر أن بيئات التعلم عبر الإنترنت تتضمن طرق اتصال متزامنة وغير متزامنة.
- Choose the correct tool depending on the situation. اختر الأداة الصحيحة حسب كل الموقف.

Synchronous situations	Asynchronous situations
- Give urgent news that require immediate action.	- Send a wish for an occasion, such as a birthday.
- Explain why you have not been able to visit your friend, so that he/she can understand why you couldn't visit.	- Ask someone who is going to visit if they can eat a certain type of food.
- Ask a friend if they are free tomorrow afternoon.	- Ask a question whose answer involves complex information.
- Ask someone you know to send you a photo.	- Sending a message to someone who may be busy studying, at school, or working.

thought	تفكير	depending	حسب / اعتمادًا	urgent	طوارئ	complex	معقد
preparation	تحضير / إعداد	sensitive	حساس	matters	قضايا / امور	immediate	حالًا
news	أخبار	type	نوع	transmit	ينقل		

Stop here !







نقاط هامة وعبارات استرشادية بمكنك

Lesson Summary

- The internet allows us to communicate instantaneously. يتيح لنا الإنترنت التواصل بشكل فوري.
- Instant communication is not always a good thing. التواصل الفوري ليس بالأمر الجيد دائمًا.
- Sometimes we need to give ourselves, or the people with whom we are communicating time to consider information we send, our question or their answer.

  في بعض الأحيان نحتاج إلى منح أنفسنا أو الأشخاص الذين نتواصل معهم وقتًا كافيًا للتفكير في المعلومات التي أرسلناها، أسئلتنا أو إجاباتهم.
- It is important to know when each type of communication is appropriate.

  من المهم معرفة متى يكون كل نوع من أنواع التواصل مناسبًا.
- Synchronous communication is appropriate between friends or close family.

  التواصل المتزامن مناسب بين الأصدقاء أو أفراد العائلة المقربين.
- Asynchronous communication is appropriate when the information is important but not urgent.

  يكون الاتصال غير المتزامن مناسبًا عندما تكون المعلومات مهمة ولكنها ليست عاجلة.
- Online learning environments include synchronous and asynchronous methods of communication. تشتمل بيئات التعلم عبر الإنترنت على طرق اتصال متزامنة وغير متزامنة.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Synchronous and asynchronous communication	internet - instantaneously	The internet allows us to communicate instantaneously.
	type - appropriate	It is important to know when each type of communication is appropriate.
	Synchronous - appropriate	Synchronous communication is appropriate when the information is about day-to-day matters.
	Synchronous - friends	Synchronous communication is appropriate between friends or close family.
	Asynchronous - information	Asynchronous communication is appropriate when the information is important but not urgent.
	environments - communication	Online learning environments include synchronous and asynchronous methods of communication.

General Exercises

On Lesson Eight



يمكنك حل التدريب و تصويبه إلكترونيا

▸ If you got 🔴 you need to revise the lesson again.

🔵 ممتاز 🟢 جيد جدا 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. When the information needs to be transmitted quickly, we will need .... communication.
   a. synchronous b. asynchronous c. slow d. normal
2. Asynchronous communication is appropriate when an answer requires .... and preparation.
   a. search b. thought c. find d. play
3. Synchronous communication is appropriate between ....
   a. friends b. close family c. people d. both (a) & (b)
4. .... doesn't need a quick feedback.
   a. Visual b. Writing c. Asynchronous d. Synchronous
5. When the information is about sensitive or complex matters, we need .... communication.
   a. asynchronous b. synchronous c. visual d. writing

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Facebook is an asynchronous communication method. ( )
2. It is not important to know when each type of communication is appropriate. ( )
3. Asynchronous communication doesn't require an immediate respond. ( )
4. The synchronous connect is between friends and families. ( )
5. There is only one type of communication online. ( )

للتدريب فقط

1 Complete the following sentences with appropriate words in brackets.

(environments – asynchronous – communicate – urgent)

1. When the information is about sensitive or complex matters, we use .... communication.
2. Online learning .... include synchronous and asynchronous methods of communication.
3. Synchronous communication is used when the information is .... or needs to be transmitted quickly.
4. The internet allows us to .... instantaneously.

2 Read and write the name of the app or tool.

1. A type of communication used between friends or close family. (......................)
2. A type of communication used when the information is important but not urgent. (......................)

قم بتلوين الدائرة باللون المناسب لمستواك. ◯



on Lessons 7 & 8

مراجعة عامة على الدرسين السابع و الثامن فى ورقة واحدة.

Lesson 7 : Planning digital searches

Steps to conduct a digital search

1. Choose your topic.
2. Choose the types of online sources you will use.
3. Prepare to evaluate the types of sources you've chosen. Is it reliable ?
4. **Organizing and writing your report :**
   - Gather your notes and reliable source information and write an outline.
5. **Writing an outline :**
   - Introduction that introduces the topic of the report.
   - A conclusion or final thoughts.

Sources of information

1. **Unreliable sources :**
   - Social media sites, such as Facebook, Wiki pages, and blogs.
2. **Reliable sources :**
   - Articles or information written and verified by experts.
   - The information is presented in a professional fashion.

Lesson 8 : Synchronous and asynchronous communication

Synchronous communication

- Between friends or close family.
- When the information is urgent.
- When the information is about day-to-day matters.
- When an answer does not require very much thought.

Asynchronous communication

- Between people who do not know each other well.
- When the information is important but not urgent.
- When the information is about sensitive or complex matters.
- When an answer requires thought and preparation.

Sample Tests On Theme Three

اختبارات مجمعة من مختلف المحافظات للأعوام السابقة على المحور الثالث (تتضمن الأفكار المكررة في الامتحانات السابقة)

▶ If you got 🔴 you need to revise the theme again.

🔵 ممتاز 🟢 جيد جدا 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة المحور مرة أخرى.

Sample Test 1

1 Choose the correct answer from a, b, c or d.

1. .... is from reliable digital learning resources via the internet. (الجيزة - الهرم ٢٠٢٤)
   a. WhatsApp b. Facebook c. EKB d. IM
2. .... allows you watch your friends or family in audio and video.
   a. Instant message b. Email c. Video chat d. Phone call
   (القاهرة - باب الشعرية ٢٠٢٣)
3. When the information is urgent, it's preferable to use .... communication.
   a. asynchronous b. synchronous c. letters d. emails
   (الغربية - زفتى ٢٠٢٤)
4. The last step for instant message is .... (الأزهر الشريف - المنيا ٢٠٢٤)
   a. pressing the "send" icon b. deleting the message
   c. writing the message d. pressing the "contact list" icon
5. .... enables anyone to build smart and beautiful maps. (بورسعيد - بورفؤاد ٢٠٢٤)
   a. EKB b. Computer c. Mapmaker d. Printer
6. The webinar provides tips on how to .... on the website and use it.
   a. agree b. depend c. register d. focus
   (كفر الشيخ - فوة ٢٠٢٣)
7. .... is an online learning environment which allows teachers and students to communicate. (الأزهر الشريف - القليوبية - طوخ ٢٠٢٤)
   a. Edmodo b. Vlaby c. Mapmaker d. EKB
8. To start a ...., you create a link to send to the participant(s). (بنى سويف - الواسطى ٢٠٢٣)
   a. call b. game c. lesson d. all of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Be sure to evaluate what you're viewing or about to share online. (الفيوم - طامية ٢٠٢٤) (   )
2. Sending email is considered synchronous communication. (الأزهر الشريف - دمياط ٢٠٢٣) (   )
3. An Email must contain a grammar mistake before you send it. (الدقهلية - اجا ٢٠٢٤) (   )
4. Vlaby is a boring online source. (المنوفية - أشمون ٢٠٢٣) (   )
5. Unreliable sources are full of opinions, errors, and even lies. (الأزهر الشريف- بحيرة ٢٠٢٤) (   )
6. There is only one type of communication online. (الشرقية - فاقوس ٢٠٢٣) (   )
7. In chat rooms you can reply a message. (القليوبية - بنها ٢٠٢٤) (   )



▶ If you got 🔴 you need to revise the theme again.

🔵 ممتاز 🟢 جيد جدا 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة المحور مرة أخرى.

Sample Test 2

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. In chat room, you cannot reply to messages. [بني سويف - ناصر ٢٠٢٣] ( )
2. You can choose the font style and size before typing your text. [أسوان - ادفو ٢٠٢٤] ( )
3. You mustn't respect the law, while using the internet. [الفيوم - اطسا ٢٠٢٤] ( )
4. William Tyner works to find real solutions to problems that benefit local communities. [القاهرة - حدائق القبة ٢٠٢٤] ( )
5. Tools needed for emails are internet browser and email application. ( )
   [الجيزة - اطفيح ٢٠٢٤] ( )
6. Using technology in a positive way can help people become successful digital citizens. [المنيا - ملوى ٢٠٢٣] ( )
7. Don't evaluate what you're viewing or about to share. [الإسماعيلية - أبو صير ٢٠٢٤] ( )

2 Choose the correct answer from a, b, c or d.

1. Digital citizenship is the ability to use digital technology ....
   a. ethically b. responsibly c. safely d. all of them
   [الأزهر الشريف - القاهرة ٢٠٢٤]
2. You can write the title of your message via E-mail in the field ....
   a. attachments b. subject c. from d. to
   [الإسكندرية - العجمي ٢٠٢٤]
3. Exchanging information or files between two people at the same time, done by using .... communication. [الغربية - السنطة ٢٠٢٤]
   a. asynchronous b. synchronous c. both of them d. none of them
4. Using the internet when I need in light of respecting the law is considered one of .... [الدقهلية - طلخا ٢٠٢٣]
   a. rights b. responsibilities
   c. piracy d. digital footprints
5. Anyone who has access to the .... will be able to read your messages.
   a. chat room b. location c. (IM) d. class
   [القاهرة - مصر القديمة ٢٠٢٤]
6. .... is a virtual labs platform that enables students and teachers to do lab experiments. [الإسكندرية - الجمرك ٢٠٢٣]
   a. School lab b. VLABY c. EKB d. WhatsApp
7. Stay safe online by setting .... passwords. [القليوبية - بنها ٢٠٢٤]
   a. strong b. weak c. easy d. all of them
8. .... is Egypt's premiere online library of resources for a variety of subjects.
   a. ISP b. Vlaby
   c. EKB d. None of them
   [بورسعيد - بور فؤاد ٢٠٢٣]



قم بتلوين الدائرة باللون المناسب لمستواك. ◯

Sample Test 3

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. National Geographic Kids provide a variety of subjects, from animals and science, to history and even geography. [الجيزة - الهرم ٢٠٢٤] ( )
2. Reliable online digital tools are invaluable sources of information. [الأزهر الشريف - المنيا ٢٠٢٣] ( )
3. Digital technology has no role in our daily lives. [دمياط - الزرقا ٢٠٢٣] ( )
4. Interactive Mapmaker is unsafe site for research and data collection. ( ) [القاهرة - المرج ٢٠٢٤]
5. All social networking sites contain reliable information. [سوهاج - طما ٢٠٢٤] ( )
6. Digital footprint is a record of what you do online, including the sites you visit. ( ) [الغربية - كفر الزيات ٢٠٢٣]
7. In chat rooms we cannot reply to message. [كفر الشيخ - قلين ٢٠٢٣] ( )
8. You can write the e-mail of the person you're sending the message to in the «subject» field. [الأزهر الشريف - البحيرة ٢٠٢٤] ( )

2 Choose the correct answer from a, b, c or d.

1. Which of the following online learning resources would you recommend to your friend who wants to conduct an experiment to find out the boiling point of water? .... [الأقصر - إسنا ٢٠٢٤]
   a. Interactive Map Maker
   b. VLABY platform
   c. Digital blogs
   d. None of them
2. You can write the title of your message via e-mail in the field ....
   a. attachments
   b. subject
   c. form
   d. all of them
   [المنيا - ملوى ٢٠٢٣]
3. It's important to use technology .... [الفيوم - سنورس ٢٠٢٤]
   a. quickly
   b. hard
   c. responsibly
   d. badly
4. Using technology in a positive way can help people become successful digital .... [الإسكندرية - المنتزه ٢٠٢٤]
   a. citizens
   b. footprints
   c. relationships
   d. tools
5. It is essential that your research plan includes .... [القاهرة - المطرية ٢٠٢٤]
   a. paragraphs providing information
   b. information of questionable authenticity
   c. digital blogs
   d. emails
6. In a chat room, you can simple type and submit your .... [الأزهر الشريف - السويس ٢٠٢٤]
   a. name
   b. address
   c. comment
   d. number
7. Information that is full of opinions and errors is from .... [الغربية - غرب طنطا ٢٠٢٤]
   a. reliable sources
   b. unreliable sources
   c. mapmaker
   d. mobile phone



Sample Test 4

1 Choose the correct answer from a, b, c or d.

1. .... helps people to build good relationship and exchange opinions.
   a. Digital communication b. Digital footprint
   c. Digital citizenship d. None of them
   [الأقصر - الطور ٢٠٢٤]
2. You can make video calls with your friends through .... [القاهرة - مصر الجديدة ٢٠٢٣]
   a. scanner b. mobile phone c. printer d. mouse
3. .... allows you to communicate in groups. [الأزهر الشريف - الجيزة ٢٠٢٤]
   a. Internet b. Chat rooms c. Mobile application d. All of them
4. .... is a record of everything you do online. [البحيرة - النوبارية ٢٠٢٤]
   a. Digital technology b. Digital footprint c. Digital piracy d. All of them
5. (William Tyner) is a scientist in the field of .... [أسوان - دراو ٢٠٢٤]
   a. industry b. agriculture
   c. cultural human sciences d. all of them
6. .... is useful when you need an immediate response. [قنا - نقادة ٢٠٢٣]
   a. Email b. Asynchronous c. Synchronous d. Letter
7. IM software is needed to .... [الأزهر الشريف - السويس ٢٠٢٤]
   a. email b. instant message c. chat rooms d. all of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. The Interactive Mapmaker Platform enables you to use map-related data and tools. [القاهرة - شبرا ٢٠٢٤] ( )
2. Information full of opinions and errors is from reliable sources. [الجيزة - الدقي ٢٠٢٤] ( )
3. Facebook, Wiki and blogs are non-reliable sources. [الأزهر الشريف - سوهاج ٢٠٢٤] ( )
4. The Edmodo platform allows people to learn remotely. [الإسكندرية - برج العرب ٢٠٢٤] ( )
5. You can enter the Facebook site to conduct laboratory experiments by default. [القليوبية - قليوب ٢٠٢٣] ( )
6. Different organizations help individuals to contact with people and services. [القاهرة - الزيتون ٢٠٢٤] ( )
7. Easy-to-use digital tools and apps provide people with the information they need. [الإسماعيلية - أبو صير ٢٠٢٤] ( )
8. The Interactive Mapmaker is one of the unsafe sites for research and data collection. [بورسعيد - شرق بورسعيد ٢٠٢٣] ( )



THEME 4

Software projects



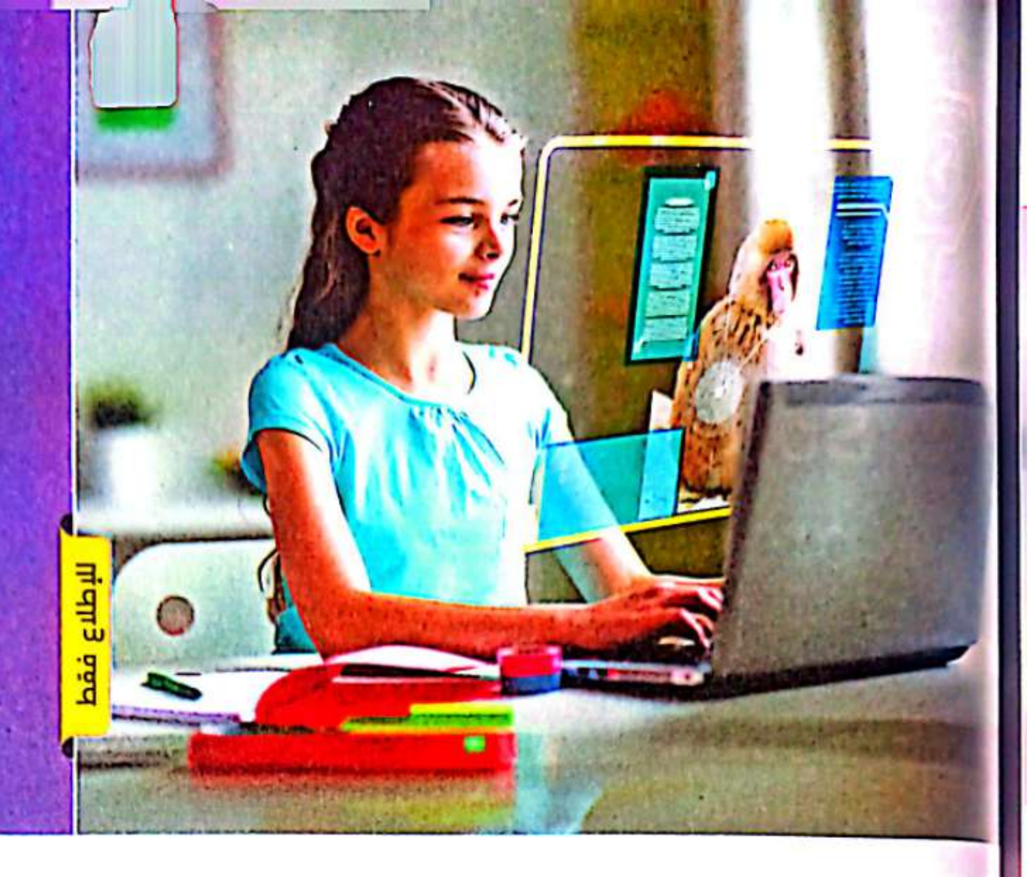
In this theme, you will learn about :

1. learn about different types of programs that you can use effectively when carrying out your study tasks
2. look for different usages of these programs
3. design a simple digital project, making use of what you have learned



LESSON 1

Explorer in Action



Learn



- **Gautam Shah** is the founder of Internet of Elephants.
  غوتام شاه هو مؤسس منظمة «إنترنت إليفانت» "Internet of Elephants"
- The organization uses ground-breaking digital tools to connect people with wildlife around the world.
  تستخدم المنظمة أدوات رقمية رائدة لربط الأشخاص بالحياة البرية حول العالم.

Gautam Shah activity



- After living and working as an IT specialist in many countries including the United States, India, Argentina, and Kenya, Mr Shah realized he wanted to use his skills to make a positive impact on wildlife.
  بعد أن عاش وعمل خبيراً في تكنولوجيا المعلومات في العديد من البلدان بما في ذلك الولايات المتحدة والهند والأرجنتين وكينيا، أدرك السيد شاه أنه يريد استخدام مهاراته لإحداث تأثير إيجابي على الحياة البرية.

Wildlife conservation

- In 2014, Mr Shah quit his job in IT and began to look into ways that technology could be used for wildlife conservation.
  في عام ٢٠١٤، استقال السيد شاه من وظيفته في مجال تكنولوجيا المعلومات وبدأ في البحث عن طرق يمكن من خلالها استخدام التكنولوجيا للحفاظ على الحياة البرية.

founder	مؤسس	wildlife	حياة برية	realize	يدرك	IT specialist	متخصص في تكنولوجيا المعلومات
organization	منظمة	connect	ربط	impact	تأثير		
conservation	الحفاظ						





- Wildlife conservation is protecting animals in their natural habitats.

الحفاظ على الحياة البرية هو حماية الحيوانات في بيئتها الطبيعية.

- Mr Shah believes in using technology and online games to bring wildlife into people's daily lives. For that reason, he set up Internet of Elephants.

يؤمن السيد شاه باستخدام التكنولوجيا والألعاب عبر الإنترنت لجلب الحياة البرية إلى حياة الناس اليومية. ولهذا السبب، قام بإنشاء "Internet of Elephants".

- The team at Internet of Elephants works with animal conservation organizations from all over the world and uses the data they collect by GPS to help create interactive online games.

يعمل فريق إنترنت الأفيال مع منظمات الحفاظ على الحيوانات من جميع أنحاء العالم ويستخدم البيانات التي يجمعونها بواسطة GPS للمساعدة في إنشاء ألعاب تفاعلية عبر الإنترنت.



▸ Choose the correct answer from a, b, c or d.

1. Gautam Shah believes using .... and online games to bring wildlife into people's daily lives.
   a. classrooms **b.** technology **c.** TV channels **d.** ground-breaking
2. Wildlife conservation is protecting .... in their natural habitats.
   a. animals **b.** students **c.** people **d.** friends

Augmented reality

- Internet of Elephants, creates unique mobile games, using augmented reality, and data visualization that allow people to interact with amazing creatures.

تقوم شركة انترنت اوف إليفانت "Internet of Elephants" بإنشاء ألعاب تليفونية فريدة من نوعها، باستخدام الواقع المعزز وتعرض البيانات بطريقة تسمح للناس بالتفاعل مع المخلوقات المذهلة.

- Augmented reality lets you virtually see the real environment of the things you would like to see, and presents you with information about them through screens and digital tools made specifically for this purpose.

يتيح لك الواقع المعزز رؤية البيئة الحقيقية للأشياء التي ترغب في رؤيتها افتراضيًا، ويقدم لك معلومات عنها من خلال شاشات وأدوات رقمية صُنعت خصيصًا لهذا الغرض.

- The games tell the stories of individual animals, and players can follow their daily lives.

تحكي الألعاب قصص حيوانات منفردة، ويمكن للاعبين متابعة حياتهم اليومية.

creatures	مخلوقات	natural	طبيعي	interactive	تفاعلية
screens	شاشات	habitats	بيئات	augmented reality	واقع معزز
purpose	غرض				

Hopes of Gautam Shah



- Mr Shah hopes Internet of Elephants is the start of a new approach to engaging the public with wildlife.

  يأمل السيد شاه أن يكون "Internet of Elephants" بداية لنهج جديد لمشاركة الجمهور في الحياة البرية.

- The mobile games mean that wherever you are in the world, you can interact with amazing animals in countries close to your country or far away!

  تعني ألعاب الهاتف المحمول أنه أينما كنت في العالم، يمكنك التفاعل مع حيوانات مذهلة في بلدان قريبة من بلدك أو بعيدة!

▸ Look, read and identify. انظر، اقرأ وتعرف.



Mobile gaming
ألعاب الهاتف المحمول



Augmented reality
الواقع المعزز



Data display software
برامج عرض البيانات
(مؤثرات صوت وصورة)

Stop here !







نقاط هامة وعبارات استرشادية بمكنك من تلخيص وإتقان الدرس.

استمع إلى ملخص الدرس

Lesson Summary

- Gautam Shah is the founder of Internet of Elephants.

  غوتام شاه هو مؤسس منظمة «Internet of Elephants».

- The organization uses ground-breaking digital tools to connect people with wildlife around the world. تستخدم المنظمة أدوات رقمية رائدة لربط الأشخاص بالحياة البرية حول العالم.

- In 2014, Mr Shah quit his job in IT and began to look into ways that technology could be used for wildlife conservation.

  في عام ٢٠١٤، استقال السيد شاه من وظيفته في مجال تكنولوجيا المعلومات وبدأ في البحث عن طرق يمكن من خلالها استخدام التكنولوجيا للحفاظ على الحياة البرية.

- Wildlife conservation is protecting animals in their natural habitats.

  الحفاظ على الحياة البرية هو حماية الحيوانات في بيئتها الطبيعية.

- The team at Internet of Elephants works with animal conservation organizations from all over the world. يعمل فريق إنترنت الأفيال مع منظمات الحفاظ على الحيوانات من جميع أنحاء العالم.

- Internet of Elephants ,creates unique mobile games ,using augmented reality.

  تقوم شركة إنترنت الأفيال بإنشاء ألعاب فريدة للهواتف المحمولة باستخدام الواقع المعزز.

- Mr Shah hopes Internet of Elephants is the start of a new approach to engaging the public with wildlife.

  يأمل السيد شاه أن يكون إنترنت الأفيال بداية لنهج جديد لمشاركة الجمهور في الحياة البرية.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Explorer in Action	founder	Gautam Shah is the founder of Internet of Elephants.
	organization - wildlife	The organization uses ground-breaking digital tools to connect people with wildlife around the world.
	augmented reality	Internet of Elephants, creates unique mobile games, using augmented reality.
	virtually - environment	Augmented reality lets you virtually see the real environment of the things you would like to see.

General Exercises

On Lesson One






▸ If you got 🔴 you need to revise the lesson again.

ممتاز 🔵 جيد جدا 🟢 جيد 🟡 غير جيد 🔴

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. Internet of Elephants designs interactive online ....
   a. work b. books c. games d. none of them
2. Wildlife conservation is protecting .... in their natural habitats.
   a. animals b. students c. people d. friends
3. 📖 Mr Shah believes in using technology and online .... to bring wildlife into people's daily lives.
   a. meeting b. class c. games d. learning
4. 📖 The .... at Internet of Elephants works with animal conservation organizations from all over the world.
   a. team b. animals c. games d. students

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. The "Internet of Elephants" concerned with computers. (   )
2. 📖 Internet of Elephants uses technology for wildlife conservation. (   )
3. Internet of Elephants collects data by GPS. (   )
4. Mr Shah believes in using technology to bring wildlife into people's daily lives. (   )
5. Internet of Elephants collaborates with animal conservation organizations worldwide. (   )

للتدريب فقط

1 Complete the following sentences with appropriate words in brackets.

(impact – augmented – wildlife – Internet)

1. Mr Shah quit his job in IT and began to look into ways that technology could be used for .... conservation.
2. Internet of Elephants creates unique mobile games, using .... reality.
3. Gautam Shah is the founder of .... of Elephants.
4. Mr Shah wanted to use his skills to make a positive .... on wildlife.

2 Read and circle the correct usage.

1. Augmented reality is
   - technology that Internet of Elephants use to create unique mobile games.
   - used to locate things underground.
2. Wildlife conservation
   - not a free mobile game.
   - protecting animals in their natural habitats.



LESSON 2

Problem-solving skills

Learn

Taking steps to solve a problem

اتخاذ خطوات لحل مشكلة ما

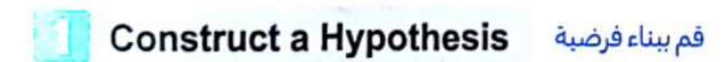


- Just like you do in everyday life, when using ICT tools, you may face problems that you'll need to think through and solve.

تمامًا كما تفعل في الحياة اليومية، عند استخدام أدوات تكنولوجيا المعلومات والاتصالات، قد تواجه مشكلات ستحتاج إلى التفكير فيها وحلها.

Take steps to make problem-solving easier.

عليك باتخاذ الخطوات اللازمة لتسهيل حل المشكلات.



الخطوات الشائعة لتسهيل حل المشكلات:

1 Construct a Hypothesis قم ببناء فرضية

A **hypothesis** is an educated guess about how things work.

الفرضية هي تخمين علمي حول كيفية حدوث الأشياء.

- It is an attempt to answer your question with an explanation that can be tested.

إنها محاولة للإجابة على سؤالك بشرح يمكن اختباره.

2 Test your Hypothesis اختبر فرضيتك

- Do not conduct any test which is not safe!

لا تقم بإجراء أي اختبار غير آمن !

face	يواجه	solving	حل	common	شائع	problem	مشكلة
think	يفكر	steps	خطوات	guess	تخمين	skills	مهارات
hypothesis	فرضية	test	يختبر	conduct	إجراء		

3 Was your test successful? هل كان اختبارك ناجحا؟

- If not, don't worry, we learn from our mistakes. إذا لم يكن الأمر كذلك، فلا تقلق، فنحن نتعلم من أخطائنا.
- What did you learn? How can this help you make your next hypothesis?
ماذا تعلمت؟ كيف يمكن أن يساعدك هذا في تكوين فرضيتك التالية ؟



▶ **Choose the correct answer from a, b, c or d.**

1. What is the first step in solving an ICT problem ....
   a. constructing a hypothesis b. testing your hypothesis
   c. breaking down the problem d. learning from your mistakes
2. .... is guess about how the problem happened.
   a. Hypothesis testing b. Hypothesis building c. Solve problem d. Internet

Breaking down problems into smaller sections تقسيم المشاكل إلى أقسام أصغر



- **Some ICT problems** may be more complicated than others.
قد تكون بعض مشكلات تكنولوجيا المعلومات والاتصالات أكثر تعقيدًا من غيرها.
- Work on solving such problems in small sections, **step-by-step**.
العمل على حل مثل هذه المشكلات بتقسيمها إلى أقسام صغيرة وحلها خطوة بخطوة.

▶ **For example :**

A Your teacher asks you to help organize the class trip.
يطلب منك معلمك المساعدة في تنظيم رحلة للفصل.

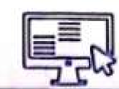
- **At first**, the task you're being assigned may seem quite difficult.
في البداية، قد تبدو المهمة التي تم تكليفك بها صعبة للغاية.
- But if you break it down into multiple smaller tasks, it becomes more manageable. ولكن إذا قمت بتقسيمها إلى عدة مهام أصغر، يصبح الأمر أكثر قابلية للإدارة.

Steps



1. Decide on a destination for the trip.
اتخاذ قرار بشأن وجهة الرحلة.
2. Determine when you will go and at what time.
حدد تاريخ الرحلة وتوقيتها.
3. Find out the price of the trip per student.
اسأل عن سعر الرحلة لكل طالب.

mistakes	أخطاء	organize	منظم	assigned	مكلف
complicated	معقد	attempt	محاولة	sections	أقسام



4 Determine how you and your class will get to the destination.

حدد كيف ستصل أنت وفصلك إلى الوجهة.

5 Determine what everyone will need to bring with them.

حدد ما سيحتاج الجميع إلى إحضاره معهم.

6 Come up with a list of rules to follow on the day of the trip.

قم بإعداد قائمة بالقواعد التي يجب اتباعها في يوم الرحلة.

- **When solving larger ICT problems, break them down just like the real-world example above.**

عند حل مشكلات أكبر في مجال تكنولوجيا المعلومات والاتصالات، قم بتقسيمها تمامًا مثل المثال الواقعي أعلاه.

Note :

If you have a group of people solving a problem, assign each person one section.

إذا كان لديك مجموعة من الأشخاص يقومون بحل مشكلة ما، فخصص لكل شخص قسمًا واحدًا.

B **Microsoft Word is not responding and you want to know why.**

سبب عدم استجابة برنامج «Word»

1. Make sure your keyboard is well connected.
   التأكد من توصيل كابل لوحة المفاتيح فى المكان الصحيح.
2. Turn on your computer. تشغيل جهاز الكمبيوتر.
3. Ask your teacher for help to solve the problem. الاستعانة بمعلمك فى حل المشكلة.
4. Type a few letters on a Word page. كتابة بعض الحروف على صفحة برنامج الـ Word.
5. Open Microsoft Word. فتح برنامج الـ Word.
6. Try connecting another keyboard, if available. تجربة لوحة مفاتيح أخرى إن وجدت.

05 **Pop Quiz**

▶ **Put (✓) in front of the correct sentence and (✗) in front of the wrong one.**

1. Work on solving complicated problems in big sections, step-by-step. (   )
2. Make sure your keyboard is well connected when Word isn't responding. (   )

Stop here !

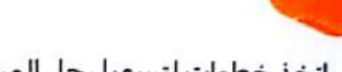




استمع إلى
ملخص الدرس

نقاط هامة وعبارات استرشادية يمكنك من تلخيص وإتقان الدرس.

Lesson Summary



- Take steps to make problem-solving easier. انخذ خطوات لتسهيل حل المشكلات.
  1. Construct a Hypothesis. قم ببناء فرضية.
     - A hypothesis is an educated guess about how things work.

       الفرضية هي تخمين مدروس حول كيفية عمل الأشياء.
  2. Test your Hypothesis. اختبر فرضيتك.
     - Don't conduct any test which is not safe! لا تقم بإجراء أى اختبار غير آمن!
  3. Was your test successful? If not, don't worry, we learn from our mistakes.

     هل كان اختبارك ناجحًا؟ إذا لم يكن الأمر كذلك، فلا تقلق، فنحن نتعلم من أخطائنا.
- Some ICT problems may be more complicated than others.

  قد تكون بعض مشكلات تكنولوجيا المعلومات والاتصالات أكثر تعقيدًا من غيرها.
- Work on solving complicated problems in small sections, step-by-step.

  العمل على حل المشكلات المعقدة في أقسام صغيرة خطوة بخطوة.
- If you have a group of people solving a problem, assign each person one section. إذا كان لديك مجموعة من الأشخاص يقومون بحل مشكلة ما، فخصص لكل شخص قسمًا واحدًا.
- Make sure your keyboard is well connected when Microsoft Word is not responding.

  تأكد من توصيل كابل لوحة المفاتيح في المكان الصحيح عندما لا يستجيب برنامج الـ Word.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Problem-solving skills	hypothesis	A hypothesis is an educated guess about how things work.
	problems - sections	Breaking down problems into smaller sections.
	small sections	Work on solving complicated problems in small sections, step-by-step.
	test - safe	Do not conduct any test which is not safe.
	person - section	If you have a group of people solving a problem, assign each person one section.

General Exercises

On Lesson Two

يمكنك حل التدريب و تصويبه إلكترونيا



▸ If you got ● you need to revise the lesson again.

● ممتاز ● جيد جدا ● جيد ● غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على ● (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. .... is an educated guess about how things work. [الغربية - زفتى ٢٠٢٤]
   a. Hypothesis b. App c. Solve problem d. Internet
2. When using ICT tools, you may .... that you'll need to think through and solve. [الإسكندرية - العجمى ٢٠٢٣]
   a. enjoy b. play games c. face problems d. take photos
3. Which of the following is not one of the common steps to make problem-solving easier ? .... [الجيزة - البدرشين ٢٠٢٣]
   a. Test your hypothesis b. Learn from our mistakes
   c. Construct a hypothesis d. Ignore the problem
4. When you take .... you make the problem easier. [الأزهر الشريف - بورسعيد ٢٠٢٤]
   a. breaks b. steps c. orders d. games

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Constructing a hypothesis is a step in problem-solving. [البحيرة - ايتاى البارود ٢٠٢٣] ( )
2. You success in solving the problem means you succeed in testing your hypothesis. [قنا - نجع حمادى ٢٠٢٤] ( )
3. Conducting unsafe tests is okay in problem-solving. [الاسكندرية - المنتزه ٢٠٢٣] ( )
4. Failing a test can be a learning opportunity. [الدقهلية - بلقاس ٢٠٢٤] ( )
5. A hypothesis is a specific answer and does not need to be tested. [الأزهر الشريف - السويس ٢٠٢٤] ( )

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. When we solve a complex problem, we should .... it.
   a. complex b. break c. delete d. ignore
2. You should be careful when solving problems that may pose a risk to you during the .... step.
   a. building hypothesis b. collecting data on hypothesis
   c. hypothesis testing d. all of them
3. When using ICT tools, you may .... that you'll need to think through and solve.
   a. enjoy b. play games c. face problems d. take photos

4. Don't conduct any test which is not .... !
   a. near b. safe c. easy d. difficult
5. When you take .... you make the problem easier.
   a. breaks b. steps c. orders d. games
6. The first step in problem solving is ....
   a. ask you teacher b. hypothesis building
   c. hypothesis testing d. none of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. 📖 When organizing a class trip, you do not need to decide on a destination. ( )
2. When making a guess to solve a problem, this guess is called the hypothesis. ( )
3. It is not important to determine when you will go on a class trip. ( )
4. Make sure your keyboard is well connected when Microsoft Word is not responding. ( )
5. It is important to break complex problems into small parts when solving them. ( )

للتدريب فقط

1 Complete the following sentences with appropriate words in brackets.

(mistakes – tasks – manageable – second – hypothesis)

1. The .... step in solving an ICT problem is testing your hypothesis.
2. If you break problem down into multiple smaller tasks, it becomes more ....
3. A .... is an educated guess about how things work.
4. When breaking down larger ICT problems, it is important to assign .... to specific people.
5. You will learn from your .... if your test is not successful .

2 Read and circle the correct usage.

1. A hypothesis is
   - an educated guess about how things work.
   - a group of people solving a problem.
2. Learning opportunity
   - when leaving your school.
   - when you fail in solving a problem.

قم بتلوين الدائرة باللون
المناسب لمستواك.









on Lessons 1 & 2

مراجعة عامة على الدرسين الأول و الثانى فى ورقة واحدة.

Lesson 1 : Explorer in Action

Wildlife conservation

1. Gautam Shah is the founder of Internet of Elephants.
2. Gautam Shah wanted to use his skills to make a positive impact on wildlife.
3. Wildlife conservation is protecting animals in their natural habitats.
4. Mr Shah believes in using technology and online games to bring wildlife into people's daily lives.
5. Internet of Elephants works with animal conservation organizations from all over the world.

Augmented reality

1. Internet of Elephants, creates unique mobile games, using augmented reality.
2. Augmented reality lets you virtually see the real environment of the things you would like to see.
3. Mr Shah hopes Internet of Elephants is the start of a new approach to engaging the public with wildlife.
4. The mobile games mean that wherever you are in the world, you can interact with amazing animals.

Lesson 2 : Problem-solving skills

• Steps to make problem-solving easier

1. **Construct a hypothesis :**
   - A hypothesis is an educated guess about how things work.
2. **Test your hypothesis :**
   - Do not conduct any test which is not safe.
3. **Was your test successful ? If not, don't worry, we learn from our mistakes :**
   - What did you learn ? How can this help you make your next hypothesis ?

- **Breaking down problems into smaller sections :**
  - If you break the problem down into multiple smaller tasks, it becomes more manageable.
  - If you have a group of people solving a problem, assign each person one section.

Accumulative Test

On Lessons 1 & 2

اختبار تراكمى على الدرسين الأول والثانى.

1 Choose the correct answer from a, b, c or d.

1. Gautam Shah is the founder of "Internet of ...." .
   a. Jobs b. Elephants c. People d. Things
2. Don't conduct any test which is not .... !
   a. near b. safe c. easy d. difficult
3. 🕮 Construct .... is from solving problems steps.
   a. mistakes b. test c. hypothesis d. none of them
4. When making a guess to solve a problem, this guess is called ....
   a. outline b. communication c. problem d. hypothesis
5. 🕮 Hypothesis means " .... ".
   a. a test to determine the success of your solution
   b. an educated guess about how things work
   c. a mistake that helps you learn
   d. a small section of a problem
6. .... is an educated guess about how things work.
   a. Hypothesis b. Mistakes c. Testing d. None of them
7. .... the problems helps you to solve it gradually, by achieving one small step after another.
   a. Identification b. Breaking down c. Comprehend d. Internet

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Internet of Elephants uses digital tools to connect people with wildlife. (   )
2. A hypothesis is a specific answer and does not need to be tested. (   )
3. 🕮 It's important to break complex problems. (   )
4. When you making a guess to solve a problem, this guess is called the hypothesis test. (   )
5. Testing your hypothesis is a step in problem-solving. (   )
6. 🕮 If you have a group of people solving a problem, assign each person one section. (   )
7. It is not important to determine when you will go on a class trip. (   )
8. Your success in solving the problem means you succeed in testing your hypothesis. (   )



يمكنك المراجعة باستمرار (تراكمية) من خلال الصفحة السابقة.



Presenting information to others



Presenting information : Digital tools

عرض المعلومات : الأدوات الرقمية

When you are presenting information, think about the digital tools you will need to best present it.

عند تقديم المعلومات، فكر في الأدوات الرقمية التي ستحتاجها لتقديمها على أفضل وجه.

For example

Let's say you've been asked to create a digital poster or billboard.

لنفترض أنه طُلب منك إنشاء ملصق رقمي أو لوحة إعلانية.

You will need to use software that will allow you to create it.

ستحتاج إلى استخدام برنامج يسمح لك بإنشائه.

- **Microsoft 365** includes different options to choose from: **PowerPoint®**, **Word®**, and **Publisher®**.

يتضمن برنامج (**Microsoft 365**) خيارات مختلفة للاختيار من بينها: برنامج العروض التقديمية (**PowerPoint®**) ومعالج الكلمات (**Word®**)، وبرنامج النشر المكتبي (**Publisher®**).

→ To access **Microsoft 365's bundle,** you will need to have a digital device that supports the software.

للوصول إلى حزمة **Microsoft 365**، ستحتاج إلى جهاز رقمي يدعم البرنامج.

→ You will have to be sure to update your computer to make sure it can handle the software being downloaded.

عليك التأكد من تحديث جهاز الكمبيوتر الخاص بك للتأكد من أنه قادر على التعامل مع البرنامج الذي يتم تنزيله.

presenting information	عرض معلومات	digital tools	أدوات رقمية	digital poster	ملصق رقمي
billboard	لوحة إعلانية	bundle	حزمة / باقة	support	يدعم

Digital concepts to consider المفاهيم الرقمية التي يجب أخذها بعين الاعتبار

When creating your poster or billboard, think about the following digital concepts :

عند إنشاء الملصق أو اللوحة الإعلانية الخاصة بك، فكر في المفاهيم الرقمية التالية:

Margins الهوامش



→ **A margin is the space left around the edges of your poster or billboard.**

الهامش هو المساحة المتبقية حول حواف الملصق أو اللوحة الإعلانية.

- It's important not to crowd the edge of a poster or billboard. من المهم عدم ازدحام حافة الملصق أو اللوحة الإعلانية.
- If you include content too close to the edge, it will appear cramped.

  إذا قمت بإضافة محتوى قريب جدًا من الحافة، فسيبدو مكتظًا.
- This is not visually appealing and can overwhelm the viewer. هذا ليس جذابًا بصريًا ويمكن أن يربك المشاهد.

→ **A 25mm margin** will help design a good poster.

سيساعد **الهامش الذي يبلغ ٢٥ مم** في تصميم ملصق جيد.

Font size and type حجم الخط ونوعه

→ **You want your audience to be able to easily see your information. تريد أن يتمكن جمهورك من رؤية معلوماتك بسهولة.**

- If you choose a small font size, your audience will have to strain to read the information.

  إذا اخترت حجم خط صغير، فسيتعين على جمهورك أن يبذل جهد لقراءة المعلومات.
- If you choose a font size that's too big, you'll have to limit the amount of information.

  إذا اخترت حجم خط أكبر من اللازم، فسيتعين عليك تحديد كمية المعلومات.

→ Always be sure to **choose a font size that is easy to read.** تأكد دائمًا من اختيار حجم الخط الذي يسهل قراءته.

→ There are many fonts you can choose, so consider the audience for your project. هناك العديد من الخطوط التي يمكنك اختيارها، لذا ضع في اعتبارك الجمهور الذى شاهد مشروعك.

→ Sometimes, **simple is better.** في بعض الأحيان، البسيط هو الأفضل.

- **A complicated or decorative font** is distracting and hard to read.

  الخط المعقد أو المزخرف يشتت الانتباه ويصعب قراءته.



Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

• .... is a good margin size to use when designing a poster or billboard.

a. 5 mm **b.** 15 mm **c.** 10 mm **d.** 25 mm

digital concepts	مفاهيم رقمية	edges	حواف	cramped	مكتظ	decorative	مزخرف
margin	هامش	crowd	يزدحم	audience	جمهور	distracting	يشتت الانتباه



Colors الألوان

1. Choose colors that get your message across. اختر الألوان التي توصل رسالتك.
2. Consider using bold colors for information you want to emphasize. فكر في استخدام الألوان الغامقة للمعلومات التي تريد التركيز عليها.
3. Choose color combinations that match. اختر مجموعات الألوان المتناسقة.



Hint :

It is better not to use more than **3 colors** in a poster, and take into consideration the color of the background when choosing the font color.

من الأفضل عدم استخدام أكثر من ٣ **ألوان** في الملصق، ومراعاة لون الخلفية عند اختيار لون الخط.

Images الصور

- It's common to use images on **posters or billboards.**
  من الشائع استخدام الصور على الملصقات أو اللوحات الإعلانية.
- They should also make sense in terms of the content you are sharing.
  يجب أن تكون أيضًا منطقية فيما يتعلق بالمحتوى الذي تشاركه.
- Use **clear**, **good-quality**, and **appropriate images.**
  استخدم صورًا واضحة وجيدة الجودة ومناسبة.



How to take a good photo : كيفية التقاط صورة جيدة:

1. Focus on the subject of your photo. ركز على موضوع صورتك.
2. Pay attention to the background behind the subject.
   انتبه إلى الخلفية وراء الموضوع.
3. Be sure you have enough light to see your subject.
   تأكد من أن لديك ما يكفي من الضوء لرؤية موضوعك.



Pop Quiz

▸ **Choose the correct answer from a, b, c or d.**

1. Consider using .... colors for information you want to emphasize.
   a. thin **b.** bold **c.** bad **d.** unclear
2. It's common to use .... on posters or billboards.
   a. bold **b.** images **c.** bad-quality **d.** 6 colors

sharing	مشاركة	bold colors	ألوان غامقة	emphasize	يؤكد / يركز	focus	ركز
good-quality	جيدة الجودة	background	خلفية	combinations	مجموعات	pay attention	انتبه

Stop here !







نقاط هامة وعبارات استرشادية يمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- You can present information by using a digital poster or billboard.
  يمكنك تقديم المعلومات باستخدام ملصق رقمي أو لوحة إعلانية.
- To access Microsoft 365's bundle, you will need to have a digital device that supports the software.
  ستحتاج إلى جهاز رقمي يدعم البرنامج للوصول إلى حزمه Microsoft 365.
- A margin is the space left around the edges of your poster or billboard.
  الهامش هو المساحة المتبقية حول حواف الملصق أو اللوحة الإعلانية.
- A 25mm margin will help design a good poster. سيساعد الهامش 25 مم في تصميم ملصق جيد.
- Always be sure to choose a font size that is easy to read.
  تأكد دائمًا من اختيار حجم الخط الذي يسهل قراءته.
- Choose colors that get your message across. اختر الألوان التي توصل رسالتك.
- Consider using bold colors for information you want to emphasize.
  فكر في استخدام الألوان الغامقة للمعلومات التي تريد التركيز عليها.
- Choose color combinations that match, not to use more than 3 colors.
  اختيار مجموعات الألوان المتناسقة، وعدم استخدام أكثر من 3 ألوان.
- Use clear, good-quality, and appropriate images. استخدم صورًا واضحة وجيدة الجودة ومناسبة.

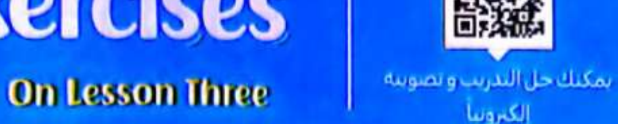


How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Presenting information to others	poster - billboard	You can present information by using a digital poster or billboard.
	margin - edges	A margin is the space left around the edges of your poster or billboard.
	font - read	Always be sure to choose a font size that is easy to read.
	colors - message	Choose colors that get your message across.
	bold colors - emphasize	Consider using bold colors for information you want to emphasize.
	clear - images	Use clear, good-quality, and appropriate images.

General Exercises





On Lesson Three

ممتاز | جيد جدا | جيد | غير جيد

▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. If you choose a .... font size, your audience will have to strain to read the information. [الازهر الشريف - البحيرة ٢٠٢٤]
   a. good b. bold c. big d. small
2. It is important to leave a margin around the edge of a poster or billboard to .... [القاهرة - البساتين ٢٠٢٤]
   a. help to save paper
   b. make the poster look bad
   c. prevent the poster from looking cramped
   d. make the poster look smaller
3. To create a poster, you should think about .... [الأزهر الشريف - الدقهلية ٢٠٢٤]
   a. margins b. font size c. colors d. all of them
4. A complicated or decorative font is .... and hard to read. [الإسكندرية - العجمى ٢٠٢٣]
   a. easy b. distracting c. simple d. little
5. .... should be used in a poster or billboard not more. [الجيزة - ٦ أكتوبر ٢٠٢٣]
   a. 3 colors b. 2 colors c. 4 colors d. 5 colors

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Paying attention to the background is not important when taking a good photo. [البحيرة - دمنهور ٢٠٢٤] ( )
2. It's necessary to have good-quality images on posters or billboards. ( ) [القاهرة - الزيتون ٢٠٢٣]
3. A small font size is better for presenting information because it allows more content to fit in the poster. [الغربية - قطور ٢٠٢٤] ( )
4. A margin of 25mm can help design a good poster by preventing it from appearing too cramped. [الأزهر الشريف - بنى سويف ٢٠٢٣] ( )
5. The amount of light in a photo doesn't matter when taking a good photo. ( ) [أسيوط - البدارى ٢٠٢٣]

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. 📖 From the tips to take a good photo is, ...
   a. focus on the subject of the photo b. never use your phone's flash
   c. use a blurry background d. take photos in complete darkness

2. .... font size, your audience will have to strain to read the information.
   a. Good b. Bold c. Big d. Small

3. Choosing appropriate images for a poster or billboard is to ....
   a. make the information clear and easy to understand
   b. fill the space on the poster
   c. match the colors
   d. none of them

4. 🕮 The purpose of a billboard or poster is to ....
   a. view games b. study a lesson
   c. sell a product or service d. present an event or idea

5. The importance of having enough light when taking a photo is to ....
   a. take a dark photo b. take a bad photo
   c. see your subject clearly d. have unclear colors

6. A complicated or decorative font is .... and hard to read.
   a. easy b. distracting c. simple d. little

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. 🕮 A small font size is better for presenting information because it allows more content to fit in the poster. (   )
2. Simple fonts are easier to read than complicated or decorative fonts. (   )
3. 🕮 When choosing colors for a poster, it is better to use more than 5 colors. (   )
4. Images on posters should be related to the content. (   )
5. Using software to create a digital poster requires a digital device that supports the software. (   )
6. Margins are not important when creating a visually appealing poster or billboard. (   )

للتدريب فقط

1 Complete the following sentences with appropriate words in brackets.

(decorative – 25mm – Microsoft 365 – 3 – margins)

1. .... include many software to use that will allow you to create poster or billboard.
2. While creating your poster or billboard, think about the ....
3. A .... margin will help design a good poster.
4. A complicated or .... font is distracting and hard to read.
5. It is better not to use more than .... colors in a poster.

2 Read and write the name of the app or tool.

1. It is the space left around the edges of your poster or billboard. (......................)
2. It include different options like, PowerPoint, Word and publisher. (......................)

قم بتلوين الدائرة باللون
المناسب لمستواك.

LESSON 4

Digital applications

للإطلاع فقط

Evaluating sources تقييم المصادر

- Humans can have a positive or negative impact on the plants and animals around them.

يمكن أن يكون للإنسان تأثير إيجابي أو سلبي على النباتات والحيوانات من حوله.

- We can have a massive effect on their environment and whether they can survive in an area.

يمكن أن يكون لنا تأثير هائل على بيئتهم وما إذا كان بإمكانهم البقاء على قيد الحياة في منطقة ما.

- This is your chance to be an explorer! هذه هي فرصتك لتكون مستكشفًا!

- The first thing an explorer does is to research the topic.

أول شيء يفعله المستكشف هو البحث في الموضوع.

When you research you need to use a variety of sources. These include:

عندما نقوم بالبحث، نحتاج استخدام مصادر متعددة، وتشمل:



Print: books, articles, newspapers, encyclopedias.

الطباعة: الكتب والمقالات والصحف والموسوعات.

massive	هائل	survive	يبقى على قيد الحياة	area	منطقة	explorer	مستكشف
effect	تأثير	environment	بيئة	chance	فرصة	encyclopedias	موسوعات

2 **The Internet:** a search engine, specialised websites, e-learning sites, the EKB and similar authoritative online sources

الإنترنت: محرك بحث، ومواقع ويب متخصصة، ومواقع التعلم الإلكتروني، وبنك المعرفة المصري ومصادر إلكترونية موثوقة مماثلة.



Egyptian Knowledge Bank
بنك المعرفة المصري

3 **Interviews:** with people who have experience of, are affected by, or who have studied the topic.

المقابلات: مع الأشخاص الذين لديهم خبرة أو تأثروا بالموضوع أو الذين درسوا الموضوع.

→ As you are gathering information it is important to evaluate the source of the information.

أثناء قيامك بجمع المعلومات، من المهم تقييم مصدر المعلومات.

→ The source will tell you how reliable the information is and if you can trust the information is true.

سيخبرك المصدر بمدى موثوقية المعلومات وما إذا كان بإمكانك الوثوق في صحة المعلومات.

There are many ways to evaluate the source. These include :

هناك طرق عديدة لتقييم المصدر. وتشمل:

1 Is the author a respected person or organization?

هل المؤلف شخص أو منظمة ؟

2 Does the source provide evidence and cite other sources of information you can check?

هل يقدم المصدر أدلة ويستشهد بمصادر معلومات أخرى يمكنك التحقق منها ؟

3 How current is the information? ما مدى حداثة المعلومات ؟

4 Does the source state opinions or facts? هل المصدر يقدم آراء أم حقائق ؟

5 Is the information presented with a bias or unbiased? هل المعلومات المقدمة متحيزة أم غير متحيزة ؟

6 You can ask your teacher or a member of your family for help.

يمكنك أن تطلب من معلمك أو أحد أفراد أسرتك المساعدة.

Using Microsoft Word and Microsoft Excel

استخدام برنامجى معالج الكلمات والجداول الحسابية

Microsoft Excel

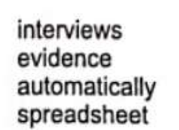


- To record the data, you collected. لتسجيل البيانات التي قمت بجمعها.
- Excel allows you to create a spreadsheet with as many columns and rows as you need.

يتيح لك برنامج الجداول الحسابية "Excel" إنشاء جدول بيانات يحتوي على أي عدد تريده من الأعمدة والصفوف.

- Excel is often used to present numbers as the program can add up numbers automatically.

غالبًا ما يستخدم برنامج الجداول الحسابية "Excel" لعرض الأرقام حيث يمكن للبرنامج جمع الأرقام تلقائيًا.



interviews	مقابلات	columns	أعمدة	trust	يثق
evidence	أدلة	gathering information	جمع معلومات	facts	حقائق
automatically	تلقائيًا	e-learning sites	مواقع تعلم إلكتروني	bias	تحيز
spreadsheet	جدول	opinions	آراء		



- Excel is a wonderful way to collect information to collect your ideas.

يعد برنامج الجداول الحسابية "Excel" طريقة رائعة لجمع المعلومات وتجميع أفكارك.

Microsoft Word



- Word allows you to present your ideas in a variety of ways.

يتيح لك برنامج معالج الكلمات "Word" تقديم أفكارك بعدة طرق.

- Word is most commonly used to write out what you want.

يتم استخدام برنامج معالج الكلمات "Word" بشكل شائع لكتابة ما تريد.

- You can change the design, add photos, and link your report to websites or information online.

يمكنك تغيير التصميم وإضافة الصور وربط تقريرك بمواقع الويب أو بالمعلومات عبر الإنترنت.

Trusted source مصدر موثوق

The information comes from a reliable person or organization that cites sources and states current facts.

تصدر المعلومات من شخص أو مؤسسة موثوق منه، يذكر المصادر التي استند إليها ويعطي حقائق حديثة.

Questionable source مصدر موضع شك

The information comes from a person or organization that offers some sources of the information but sometimes states their opinion intermixed with facts.

تصدر المعلومات من شخص أو مؤسسة يذكر بعض المصادر التي استند إليها، لكنه أحيانًا يخلط رأيه بالحقائق.

Untrusted source مصدر غير موثوق

The information comes from a person or organization that does not have sources to back up what they are saying and uses mostly opinions with little facts.

تصدر المعلومات من شخص أو مؤسسة لا يدعم ما يشاركه بالمصادر، ويستخدم الآراء أكثر من الحقائق.

Pop Quiz

➢ **Choose the correct answer from a, b, c or d.**

1. Which of the following is a type of source you can use for research ....
   a. Websites **b.** Books **c.** Encyclopedias **d.** all of them
2. Which of the following is an example of a print source ?
   a. YouTube **b.** Books **c.** TikTok **d.** Instagram
3. .... is a program is commonly used to write out ideas.
   a. Word **b.** Paint **c.** PowerPoint **d.** AutoCAD
4. .... is one of the key features of Excel.
   a. Automatically adding up numbers **b.** Creating presentations
   c. Sending emails **d.** Adding photos to the spreadsheet

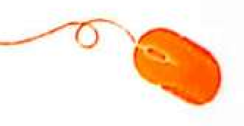
intermixed	يختلط	link	رابط	report	تقرير
variety of ways	عدة طرق	websites	مواقع ويب	design	تصميم

Stop here !









نقاط هامة وعبارات استرشادية يمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- The first thing an explorer does is to research the topic.

أول شيء يفعله المستكشف هو البحث في الموضوع.

- When you research, you need to use a variety of sources like the Internet.

عندما تقوم بالبحث، يجب عليك استخدام مجموعة متنوعة من المصادر مثل الإنترنت.

- There are many ways to evaluate the source, like: هناك طرق عديدة لتقييم المصدر، مثل:
  - Does the source provide evidence and cite other sources of information you can check? هل يقدم المصدر أدلة ويستشهد بمصادر معلومات أخرى يمكنك التحقق منها؟
  - How current is the information? ما مدى حداثة المعلومات؟

- Excel is a wonderful way to collect information to collect your ideas.

يعد برنامج الجداول الحسابية Excel طريقة رائعة لجمع المعلومات وتجميع أفكارك.

- Word allows you to present your ideas in a variety of ways.

يتيح لك برنامج معالج الكلمات Word تقديم أفكارك بعدة طرق.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Digital applications	explorer - research	The first thing an explorer does is to research the topic.
	evaluate - source	There are many ways to evaluate the source.
	evidence - cite	Does the source provide evidence and cite other sources of information you can check?
	opinions - facts	Does the source state opinions or facts?
	information - ideas	Excel is a wonderful way to collect information to collect your ideas.
	present - ways	Word allows you to present your ideas in a variety of ways.

General Exercises

On Lesson Four



▸ If you got 🔴 you need to revise the lesson again.

ممتاز 🔵 جيد جدا 🟢 جيد 🟡 غير جيد 🔴

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. .... is one of the key features of Word.
   - a. Automatically adding up numbers
   - b. Link your report to websites
   - c. Sending emails
   - d. Collect information
2. 📖................ is one of the key features of Excel.
   - a. Creating presentations
   - b. Creating spreadsheets
   - c. Designing graphics
   - d. Add photos
3. .... sources are the information come from a person that states his/her opinion intermixed with facts.
   - a. Trusted
   - b. Questionable
   - c. Untrusted
   - d. Reliable
4. What can you do if you need help evaluating a source ....
   - a. Guess
   - b. Believe everything you read
   - c. Ask your teacher or a family member for help
   - d. Give up

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Interviews with people who have experience or knowledge of the topic can be a valuable source of information. ( )
2. Evaluating the source of information is important to determine its reliability. ( )
3. Excel is used to create posters. ( )
4. Word is most commonly used to write out what you want. ( )
5. 📖 Excel can automatically take photos. ( )

للتدريب فقط

Complete the following sentences with appropriate words in brackets.

(help – reliable – sources – evaluate)

1. It is important to gather information from a variety of ....
2. It is important to .... the source of the information you're gathering.
3. Evaluating a source help you determine if the information is ....
4. It is necessary to ask for .... when evaluating a source.

Read and correct words between brackets.

1. **(Internet)** is a type of printed source you can use for research. ( )
2. Write out ideas is the most common use of **(Excel)**. ( )
3. You should check if the source provides evidence and **(ignore)** other sources. ( )

قم بتلوين الدائرة باللون المناسب لمستواك. ◯





on Lessons 3 & 4

مراجعة عامة على الدرسين الثالث و الرابع فى ورقة واحدة.

Lesson 3 : Presenting information to others

Digital tools

- To create a digital poster or billboard you will need software like Microsoft 365. **Microsoft 365** includes : **PowerPoint®**, **Word®**, and **Publisher®**.

Digital concepts

- **Margins :** a space left around the edges of your poster or billboard.
  - It's important not to crowd the edge of a poster or billboard.
  - A 25mm margin will help design a good poster.
- **Font size and type :** choose a font size that is easy to read.
- **Colors :** use bold colors for information you want to emphasize.
  - It is better not to use more than 3 colors in a poster.
- **Images :** Use clear, good-quality, and appropriate images.
- **How to take a good photo :**
  1. Focus on the subject of your photo.
  2. Pay attention to the background behind the subject.
  3. Be sure you have enough light to see your subject.

Lesson 4 : Digital applications

Evaluating sources

- **Sources of research may include :**
  - **Print :** books, articles and newspapers.
  - **The Internet :** a search engine, specialised websites, e-learning sites, and the EKB.
  - **Interviews :** with people who have experience.
- **Ways to evaluate the source :**
  1. Is the author a respected person or organization ?
  2. Does the source provide evidence and cite other sources of information ?
  3. How current is the information ?
  4. Does the source state opinions or facts ?

Microsoft Word and Excel

- **Excel :** allows you to create a spreadsheet.
  - It can add up numbers automatically.
  - It is a wonderful way to collect information.
- **Word :** allows you to present your ideas in a variety of ways.
  - You can change the design, add photos, and link your report to websites.

Accumulative Test

On Lessons 1,2,3 & 4

اختبار تراكمي على الدروس من الدرس الأول للدرس الرابع.

1 Choose the correct answer from a, b, c or d.

1. .... is a space left around the edges of poster or billboard.
   a. Image   b. Margin   c. Color   d. Font size
2. Microsoft 365 includes different options to choose from one of them like ....
   a. PowerPoint   b. Word   c. Whatsapp   d. both (a) and (b)
3. 📖 We use .... colors for information we want to emphasize.
   a. small   b. black   c. bold   d. big
4. To take a good photo, pay attention to the .... behind the subject.
   a. background   b. text   c. apps   d. data
5. 📖 Sources of search include ....
   a. films   b. games   c. radio programs   d. interviews
6. .... is a wonderful way to collect information.
   a. Word   b. Excel   c. Print   d. Internet
7. The amount of empty space between the edges of the announcing board is called ....
   a. fonts   b. margin   c. image options   d. size

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. It's not important to break complex problem into small parts. ( )
2. 📖 Your success in solving the problem means you succeed in testing your hypothesis. ( )
3. Untrusted sources are information that comes from a person that uses mostly opinions with little facts. ( )
4. You can insert images into Word files. ( )
5. Paint program allows you to change the design, add photo and links. ( )
6. 📖 When you research, you need to use variety of sources like books and articles. ( )
7. Breaking down problems into smaller sections doesn't help in solving problems. ( )
8. It's necessary to have good-quality images on posters or billboards. ( )



يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.





Learn

Algorithms الخوارزميات



- Every time you type keywords into a search engine
  → the engine uses **algorithms** to provide results.
  في كل مرة تكتب فيها كلمات رئيسية في محرك بحث، يستخدم المحرك خوارزميات لتقديم النتائج.
- **Algorithms** help it to decide which results will be more relevant to you.
  تساعدها **الخوارزميات** في تحديد النتائج الأكثر ملاءمة لك.

For example

If you are using a search engine to find directions to a place, it will use a database of names and information from digital maps to provide you the results.

إذا كنت تستخدم محرك بحث للعثور على الاتجاهات إلى مكان ما، فسوف يستخدم قاعدة بيانات للأسماء والمعلومات من الخرائط الرقمية لتزويدك بالنتائج.

- **An algorithm** is a series of steps that explain how to do a task.
  الخوارزمية عبارة عن سلسلة من الخطوات التي تشرح كيفية القيام بمهمة ما.

→ When you make a meal, you follow a recipe – which is a type of algorithm!
عندما تقوم بإعداد وجبة، فإنك تتبع الوصفة، وهي نوع من الخوارزمية!

→ A recipe includes a set of instructions that will successfully lead you to make that meal.
تتضمن الوصفة مجموعة من التعليمات التي ستقودك بنجاح إلى إعداد تلك الوجبة.

search engine	محرك بحث	digital maps	خرائط رقمية	keywords	كلمات رئيسية	relevant	ملاءمة
database	قاعدة بيانات	recipe	وصفة طعام	series	سلسلة	explain	يشرح



For example

▶ How to make a falafel sandwich:

طريقة عمل سندوتش الفلافل:

1. Gather the ingredients to make your falafel sandwich.
   اجمع المكونات لتحضير سندوتش الفلافل.
2. Place pita bread on the plate. ضعي الخبز البلدى على الطبق.
3. Open the pita bread. افتح الخبز.
4. Place your desired amount of falafel balls into the pita bread. ضعي الكمية المرغوبة من كرات الفلافل في الخبز.
5. Smash the falafel balls once they're inside the bread.
   تُهرس كرات الفلافل بمجرد وضعها داخل الخبز.
6. Add tahini and salad. أضيفي الطحينة والسلطة.

- **Many of the things you do each day can be described as algorithms, which a series of steps are.**

يمكن وصف العديد من الأشياء التي تقوم بها كل يوم بأنها خوارزميات، أي سلسلة من الخطوات.

▶ When you clean your room, this is an algorithm:

عندما تقوم بتنظيف غرفتك، هذه هي الخوارزمية:



1. clean the dust نظف الغبار
2. wipe flat surfaces امسح الأسطح المسطحة
3. clean the floor نظف الأرضية

▶ When you give directions, you are also using an algorithm:

عندما تعطي التوجيهات، فإنك تستخدم أيضًا خوارزمية:

1. go straight ahead تقدم للأمام مباشرة
2. turn right at **'x'** انعطف يمينًا عند **"x"**
3. turn left at **'y'** انعطف يسارًا عند **"y"**

▶ When you are at school, you are often using algorithms to complete assignments:

عندما تكون في المدرسة، غالبًا ما تستخدم الخوارزميات لإكمال المهام:

For example

When **you do a word problem in math class, you will often have to break the question down.**

عندما تقوم بحل مسألة كلامية في صف الرياضيات، غالبًا ما يتعين عليك تقسيم السؤال إلى أجزاء.

- You will solve it in a series of steps. سوف تحلها في سلسلة من الخطوات .
- These steps are the guidelines needed to solve the problem.
  هذه الخطوات هي الإرشادات اللازمة لحل المشكلة.
- Computers and applications use algorithms to perform specific tasks.
  تستخدم أجهزة الكمبيوتر والتطبيقات الخوارزميات لأداء مهام محددة.
- When you input the keywords you are searching for, the search engine takes steps to provide results. عند إدخال الكلمات الرئيسية التي تبحث عنها، يتخذ محرك البحث خطوات لتقديم النتائج.
- If your wording is not specific enough, the engine's algorithm may not be entirely accurate. إذا لم تكن صياغتك محددة بما فيه الكفاية، فقد لا تكون خوارزمية المحرك دقيقة تمامًا.

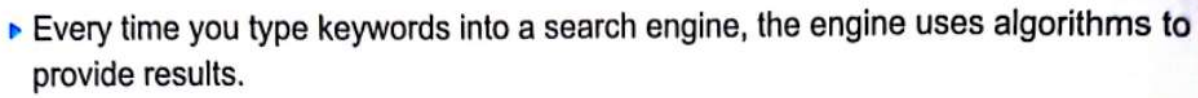
pita bread	خبز بلدى	go straight	تقدم للأمام	guidelines	إرشادات
dust	غبار	ingredients	مكونات	wipe	امسح
plate	طبق	smash	يهرس	specific	محددة

Stop here !





نقاط هامة وعبارات استرشادية يمكنك من تلخيص وإتقان الدرس.



Lesson Summary

- Every time you type keywords into a search engine, the engine uses algorithms to provide results.

  في كل مرة تكتب فيها كلمات رئيسية في محرك بحث، يستخدم المحرك خوارزميات لتقديم النتائج.

- An algorithm is a series of steps that explain how to do a task.

  الخوارزمية عبارة عن سلسلة من الخطوات التي تشرح كيفية القيام بمهمة ما.

- When you make a meal, you follow a recipe – which is a type of algorithm!

  عندما تقوم بإعداد وجبة، فإنك تتبع الوصفة، وهي نوع من الخوارزمية!

- Many of the things you do each day can be described as algorithms, which a series of steps are.

  يمكن وصف العديد من الأشياء التي تقوم بها كل يوم بأنها خوارزميات، أي سلسلة من الخطوات.

- Solve the problem in a series of steps are the guidelines needed to solve the problem.

  حل المشكلات في سلسلة من الخطوات من هي الإرشادات اللازمة لحل المشكلة.

- Computers and applications use algorithms to perform specific tasks.

  تستخدم أجهزة الكمبيوتر والتطبيقات الخوارزميات لأداء مهام محددة.

- When you input the keywords you are searching for, the search engine takes steps to provide results.

  عند إدخال الكلمات الرئيسية التي تبحث عنها، يتخذ محرك البحث خطوات لتقديم النتائج.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Algorithms	series - steps	An algorithm is a series of steps that explain how to do a task.
	recipe - instructions	A recipe includes a set of instructions that will successfully lead you to making that meal.
	algorithms - assignments	When you are at school, you are often using algorithms to complete assignments.
	break - question	When you do a word problem in math class, you will often have to break the question down.
	computers - tasks	Computers and applications use algorithms to perform specific tasks.

General Exercises

On Lesson Five



▸ If you got 🔴 you need to revise the lesson again.

🔵 ممتاز 🟢 جيد جدا 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. Algorithms used in search engines to .... (الاسكندرية - المنتزة ٢٠٢٣)
   a. provide relevant search results
   b. create digital maps
   c. gather keywords from users
   d. help users make a meal

2. An algorithm is a .... (الأزهر الشريف - الدافهلية - طلخا ٢٠٢٤)
   a. list of ingredients for cooking
   b. type of computer program
   c. type of search engine
   d. series of steps to complete a task

3. A search engine decides which results are more relevant to a user .... (القاهرة - المطرية ٢٠٢٣)
   a. randomly selecting results
   b. using directions
   c. organizing results alphabetically
   d. using an algorithm

4. A series of instructions that explain how to complete a task is known as a /an .... (القلوبية - بنها ٢٠٢٤)
   a. digital map
   b. search engine
   c. algorithm
   d. ingredient list

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Algorithms are not useful in everyday life. (الأزهر الشريف - الجيزة - الدقي ٢٠٢٣) ( )
2. When solving Word problems in math class, you don't need to follow a series of steps. (الغربية - شرق المحلة ٢٠٢٤) ( )
3. Search engines use algorithms to provide results. (الفيوم - غرب الفيوم ٢٠٢٣) ( )
4. An algorithm is a series of steps that explain how to do a task. (القاهرة - المعصرة ٢٠٢٤) ( )
5. Recipes are a type of algorithm. (الأزهر الشريف - الدقهلية - دكرنس ٢٠٢٣) ( )

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. An example of using an algorithm in school is ....
   a. to solve a math problem
   b. follow a recipe
   c. reading a book
   d. clean your bedroom

2. A series of instructions that explain how to complete a task is known as a/an ....
   a. digital map
   b. search engine
   c. ingredient list
   d. algorithm

3. 📖 When you clean your room, the first step in the algorithm is ....
   a. organize your room
   b. clean the dust
   c. clean the floor
   d. wipe flat surfaces

4. When you're at .... , you are often using algorithms to complete assignments.
   a. map
   b. street
   c. school
   d. kitchen

5. An example of an algorithm for completing an assignment in school ....
   a. breaking down a math problem
   b. memorizing the time table
   c. reading a chapter of a book
   d. writing an article

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. 📖 A recipe is a set of instructions that cannot be modified. (   )
2. Algorithms are only used in cooking. (   )
3. Keywords are important when using a search engine. (   )
4. Digital maps are used by search engines to provide results. (   )
5. 📖 Search engines help users gather information online. (   )

للتدريب فقط

1 Complete the following statements with appropriate words between brackets.

(first – assignments – algorithm – problem – engines)

1. Making a sandwich is an example of an ....
2. Determine relevant results is the role of algorithms in search ....
3. Algorithms help in completing assignments at school by breaking down the .... into a set of steps.
4. Gather ingredients to make your falafel sandwich is the .... step.
5. When you are at school, you are often using algorithms to complete ....

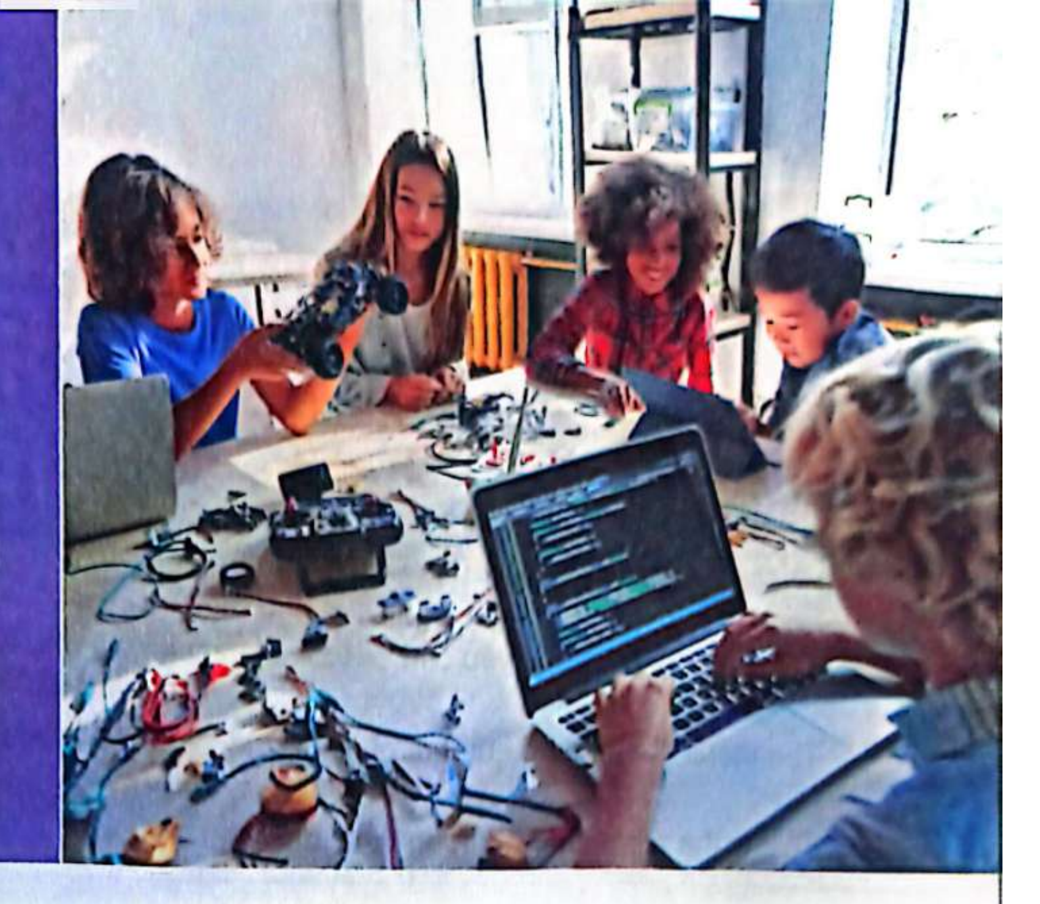
2 Read and correct words between brackets.

1. Computers and applications use **(recipe)** to perform specific tasks. (........................)
2. When you input the **(letters)** you are searching for, the search engine takes steps to provide results. (........................)
3. Algorithms help search engines to decide which **(problem)** will be more relevant to you. (........................)

قم بتلوين الدائرة باللون المناسب لمستواك.



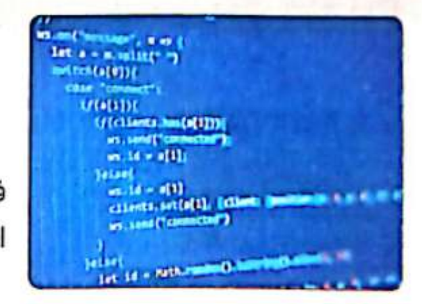
The principles of coding



Learn

- Think about online animations and movies you have viewed, and online games you have played. They were created using **coding**.

فكـر في الرسـوم المتحركة والأفلام عـبر الإنترنت التي شـاهدتها، والألعاب عبر الإنترنت التي لعبتها. لقد تم إنشائها باستخدام **البرمجة**.



Coding is the writing of multiple algorithms to make a complete program.

البرمجة هي كتابة خوارزميات متعددة لإنشاء برنامج كامل.

- You can create **animations**, **movies**, and **games** using → code.

يمكنك إنشاء رسوم متحركة وأفلام وألعاب باستخدام ← الشفرة البرمجية.

- Just like people, computers speak **different languages**.

تماقا مثل البشر، تتحدث أجهزة الكمبيوتر لغات مختلفة.

- There are **many websites like** Code.org that can help you learn to code using different coding languages.

هناك العديد من مواقع الويب مثل **Code.org** التي يمكن أن تساعدك على تعلم البرمجة باستخدام لغات برمجة مختلفة.

→ What programming **(coding)** languages have you heard of ?

ما هي لغات البرمجة **(الترميز)** التي سمعت عنها؟

→ Have you ever created a maze and provided instructions to solve it ?

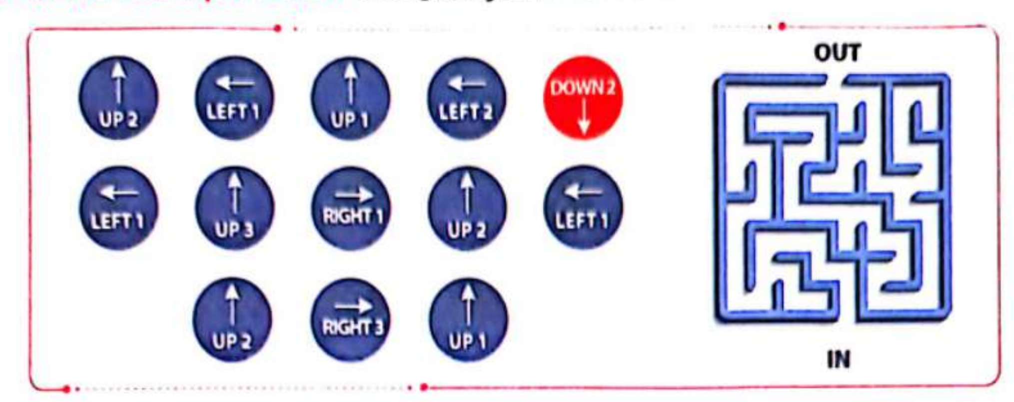
هل سبق لك أن أنشأت متاهة وقدمت تعليمات لحلها ؟

→ **Instructions for a maze are** like instructions in computer programs.

تعليمات المتاهة تشبه التعليمات الموجودة في برامج الكمبيوتر.

animations	رسوم متحركة	maze	متاهة	complete program	برنامج كامل
instructions	تعليمات	coding languages	لغات البرمجة	principles	مبادئ

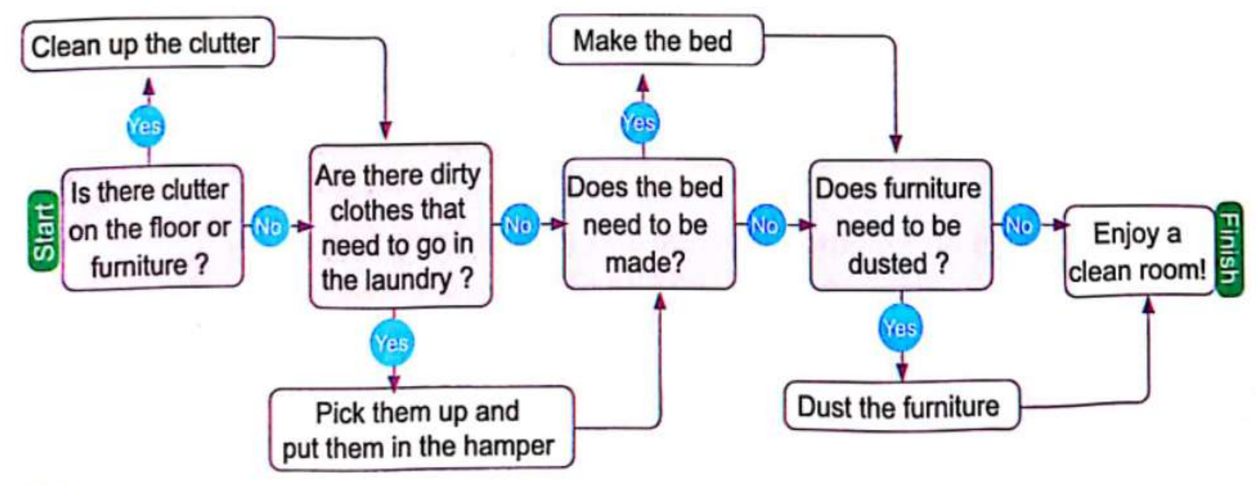
Look at the example below انظر للمثال أدناه.



- Think about the steps you can use to get through the maze.
  فكر في الخطوات التي يمكنك استخدامها لعبور المتاهة.
- The steps contain the number of spaces to take, and in which direction.
  تحتوي الخطوات على عدد المسافات التي يجب اتخاذها، وفي أي اتجاه.
- Follow the steps to get through the maze! اتبع الخطوات لعبور المتاهة !

→ **You can create mazes on Code.org.** يمكنك إنشاء متاهات على Code.org.

- **Mazes** are just one example of things you can create using coding.
  المتاهات هي مجرد مثال واحد على الأشياء التي يمكنك إنشاؤها باستخدام البرمجة.
- **A flowchart** is like **coding** in that it represents a problem in logical, simple steps.
  المخطط الانسيابي يشبه عملية البرمجة في كونه يعرض مشكلة ما على هيئة خطوات منطقية بسيطة.





Choose the correct answer from a, b, c or d.

1. A website that helps you learn to code using different coding languages ....
   a. Algorithm.tv **b.** Code.org **c.** games.com **d.** film.net
2. Instructions for a maze are similar to computer ....
   a. sites **b.** movies **c.** programs **d.** tools

steps خطوات | get through عبور | computer programs برامج الكمبيوتر | direction اتجاه

Stop here !





استمع إلى
ملخص الدرس

نقاط هامة وعبارات استرشادية يمكنك من تلخيص وإتقان الدرس.

Lesson Summary



- You can create animations, movies, and games using code.

  يمكنك إنشاء رسوم متحركة وأفلام وألعاب باستخدام التعليمات البرمجية.

- There are many websites like Code.org that can help you learn to code using different coding languages.

  هناك العديد من مواقع الويب مثل Code.org التي يمكن أن تساعدك على تعلم البرمجة باستخدام لغات برمجة مختلفة.

- Instructions for a maze are like instructions in computer programs.

  تعليمات المتاهة تشبه التعليمات الموجودة في برامج الكمبيوتر.

- Think about the steps you can use to get through the maze.

  فكر في الخطوات التي يمكنك استخدامها لعبور المتاهة.

- Mazes are just one example of things you can create using coding.

  المتاهات هي مجرد مثال واحد على الأشياء التي يمكنك إنشاؤها باستخدام البرمجة.

- A flowchart is like coding in that it represents a problem in logical, simple steps.

  المخطط الانسيابي يشبه عملية البرمجة في كونه يعرض مشكلة ما على هيئة خطوات منطقية بسيطة.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
The principles of coding	coding - program	Coding is the writing of multiple algorithms to make a complete program.
	computers - languages	Just like people, computers speak different languages.
	instructions - maze	Instructions for a maze are like instructions in computer programs.
	Code.org	You can create mazes on Code.org.
	mazes - coding	Mazes are just one example of things you can create using coding.

General Exercises

On Lesson Six



▸ If you got 🔴 you need to revise the lesson again.

🔵 ممتاز 🟢 جيد جداً 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. When creating a maze, provide .... to solve it. [الأزهر الشريف - سوهاج ٢٠٢٣]
   a. sites b. instructions c. application d. reviews
2. There are many websites like .... help you learn coding. [الغربية - سنطة ٢٠٢٤]
   a. EKB.com b. Code.org c. Facebook.com d. Skype.com
3. Steps of a maze should contain .... [الاسكندرية - العجمى ٢٠٢٣]
   a. colors and shapes b. numbers and directions
   c. letters and symbols d. sounds and images
4. You can create mazes through .... [الأزهر الشريف - الدقهلية ٢٠٢٤]
   a. Code.org b. Movies c. Google play d. Amazon
5. You can create .... using code. [القاهرة - الزيتون ٢٠٢٤]
   a. only movies b. only animations
   c. animations, movies, and games d. only games

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Animations, movies, and games can be created using sounds. [المنيا - سمالوط ٢٠٢٣] ( )
2. You can use coding to identify the paths needed to get out of a maze. ( )
   [الأزهر الشريف - القاهرة ٢٠٢٤] ( )
3. All computers understand and respond to the only one programming language. [الدقهلية - ميت غمر ٢٠٢٣] ( )
4. Computers, like humans use different languages. [سوهاج - البلينا ٢٠٢٤] ( )

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. Online games were created using ....
   a. coding b. questions c. games d. instructions
2. Coding is the writing of multiple .... to make a complete program.
   a. movies b. mazes c. algorithms d. steps



3. Writing multiple algorithms to make a complete program means ....
   a. movies b. gaming c. animations d. coding
4. Following the steps can help you .... the maze.
   a. get through b. run away c. clean up d. delete
5. The purpose of multiple algorithms in coding is to ....
   a. make coding complicated b. only create one animation
   c. create a complete program d. make coding harder
6. An example of something you can create using coding is a ....
   a. movie script b. recipe c. maze d. song script

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Creating mazes and providing instructions to solve them is similar to coding. (   )
2. Coding includes the writing multiple algorithms to make a complete program. (   )
3. 📖 The steps to solve a maze often include the number of spaces to take and the direction to go. (   )
4. Mazes are the only example of things you can create using coding. (   )
5. 📖 You can't create mazes on Code.org. (   )

للتدريب فقط

1 Complete the following statements with appropriate words between brackets.

(games – coding – Code.org)

1. A type of website can help you learn to code using different coding languages ....
2. The writing of multiple algorithms to make a complete program means ....
3. You can create animations, movies, and .... using code.

2 Read and circle the correct one.

1. **(Coding – Flowchart)** is the writing of multiple algorithms to make a complete program.
2. Instructions for a **(maze – movie)** are like instructions in computer programs.

قم بتلوين الدائرة باللون المناسب لمستواك.







on Lessons 5 & 6

مراجعة عامة على الدرسين الخامس و السادس فى ورقة واحدة.

Lesson 5 : Algorithms

An algorithm

- **An algorithm :** is a series of steps that explain how to do a task.
- **A recipe :** includes a set of instructions that will successfully lead you to making a meal.
- **When you give directions, you are also using an algorithm :**
  1. go straight ahead 2. turn right at "x" 3. turn left at "y"
- To solve a word problem in math class, you will often have to break the question down.
- Computers and applications use algorithms to perform specific tasks.
- Using keywords you are searching for, the search engine takes steps to provide results.
- If your wording is not specific enough, the engine's algorithm may not be entirely accurate.

Lesson 6 : The principles of coding

Coding

- **Coding :** is the writing of multiple algorithms to make a complete program.
- You can create animations, movies, and games using code.
- Just like people, computers speak different languages.
- The website **Code.org** help you learn to code.
- Instructions for a maze are like instructions in computer programs.

Mazes

- Think about the steps you can use to get through the maze.
- The steps contain the number of spaces to take, and in which direction.
- You can create mazes on **Code.org**.
- **Mazes :** are just one example of things you can create using coding.

Accumulative Test

On Lessons 1,2,3,4,5 & 6

اختبـار تراكمـي على الدروس من الدرس الأول للدرس السادس.

1 Choose the correct answer from a, b, c or d.

1. You should be careful when solving problems that may pose a risk to you during the .... step.
   - a. building hypothesis
   - b. collecting data on hypothesis
   - c. hypothesis testing
   - d. all of them
2. .... font size, your audience will have to strain to read the information.
   - a. Good
   - b. Bold
   - c. Big
   - d. Small
3. A series of instructions that explain how to complete a task is known as a/an ....
   - a. digital map
   - b. search engine
   - c. ingredient list
   - d. algorithm
4. Don't conduct any test which is not .... !
   - a. near
   - b. safe
   - c. easy
   - d. difficult
5. When you take .... you make the problem easier.
   - a. breaks
   - b. steps
   - c. orders
   - d. games
6. A complicated or decorative font is .... and hard to read.
   - a. easy
   - b. distracting
   - c. simple
   - d. little
7. Coding is the writing of multiple .... to make a complete program.
   - a. movies
   - b. mazes
   - c. algorithms
   - d. steps
8. Mazes are one example of things you can create using ....
   - a. coding
   - b. gaming
   - c. animations
   - d. movies

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Creating mazes and providing instructions to solve them is similar to coding. (   )
2. When making a guess to solve a problem, this guess is called the hypothesis. (   )
3. Coding includes the writing multiple algorithms to make a complete program. (   )
4. Make sure your mouse is well connected when Microsoft Word is not responding. (   )
5. Using software to create a digital poster requires a digital device that supports the software. (   )
6. Images on posters should be related to the content. (   )
7. It is not important to determine when you will go on a class trip. (   )



يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.

LESSON 7

Graphic art

Learn



- It's easy to create your own drawings or edit images on computers.

  من السهل إنشاء رسوماتك الخاصة أو تحرير الصور على أجهزة الكمبيوتر.

- A popular graphics editor is **Microsoft Paint**.

  أحد برامج تحرير الرسومات الشائعة هو برنامج الرسام [Microsoft Paint].

- To open the file :

لفتح الملف:

1. Click on "**Accessories**" in the "**Start-up menu**".

   انقر فوق «مجلد الملحقات» في قائمة «ابدأ».

2. Find Paint and click on it.

   ابحث عن الرسام وانقر عليه.

▶ In Paint:

→ You'll notice that the top of the screen is like **Word** and **Excel**.

في برنامج الرسام، ستلاحظ أن الجزء العلوي من الشاشة يشبه **Word** و **Excel**.

→ There's a menu **bar** and **toolbox**.

يوجد شريط قوائم ومربع أدوات.

→ **The menu bar** includes options for opening and saving files.

يتضمن شريط القائمة خيارات لفتح الملفات وحفظها.

→ The editing features on the menu bar include the ability to **edit colors** and **images**.

تتضمن ميزات التحرير الموجودة في شريط القائمة القدرة على تحرير الألوان والصور.

→ **The toolbox** includes all the tools that you will need to make your drawing.

يتضمن صندوق الأدوات جميع الأدوات التي ستحتاجها لرسمك.

own drawings	رسوماتك الخاصة	menu	قائمة	toolbox	صندوق الأدوات
graphics editor	برامج تحرير الرسومات	menu bar	شريط القائمة	options	خيارات
editing features	ميزات التحرير	ability	القدرة		



Some tools :



To fill the color into the shape



To write with a pencil or to draw.



Spray icon or coloring brush / To paint or fill in a color.



To write a text (to insert a text box)



To view the image or figure in a larger size.



Ellipses



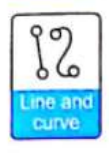
To erase all or part of an image.



Select areas of photo.



To create a border



To create a line, whether straight or curved.

- **You can edit photos in Paint. You can:**

يمكنك تحرير الصور في الرسام. تستطيع أن:

- Fill colors using the color options.

تعبئة الألوان باستخدام خيارات الألوان.

- Select areas of the photo to use in your drawing by cropping.

حدد مناطق الصورة لاستخدامها في الرسم عن طريق الاقتصاص.



- To add text to a photo, click on the bottom right corner of the photo.

لإضافة نص إلى الصورة، انقر على طرفها السفلى الأيمن من الصورة.

- Drag your mouse to the right until you have enough white space to write your text.

اسحب الماوس إلى اليمين حتى يكون لديك مساحة بيضاء كافية لكتابة النص.

- Cut and paste the text from the area and onto the photo. قم بقص النص ولصقه على الصورة.
- Change the size or direction of the photo. تغيير حجم الصورة أو اتجاهها.

▶ Microsoft Word also offers graphic tools to create a graphic.

يقدم Microsoft Word أيضًا أدوات رسومية لإنشاء رسم.

- **Click on the Insert menu bar to see the different options, such as:**

انقر على شريط القائمة «إدراج» لرؤية الخيارات المختلفة، مثل:

- Shape شكل
- 3D models نماذج ثلاثية الأبعاد
- Icons أيقونات
- Smart Art الأشكال الذكية



▶ **Put (✓) in front of the correct sentence and (✗) in front of the wrong one.**

1. The toolbox in Paint includes all the tools you will need to make your drawing. ( )
2. In Paint, you can only edit photos by changing their color. ( )

cropping	اقتصاص	cut	قص	offer	يقدم		
drag	اسحب	paste	لصق	graphic tools	أدوات رسومية		






Stop !

نقاط هامة وعبارات استرشادية يمكنك من تلخيص وإتقان الدرس.

استمع إلى
ملخص الدرس

Lesson Summary

- A popular graphics editor is Microsoft Paint. محرر الرسومات الشهير هو Microsoft Paint.
- In Paint, you'll notice that the top of the screen is like Word and Excel.
  في برنامج الرسام، ستلاحظ أن الجزء العلوي من الشاشة يشبه Word و Excel.
- The editing features on the menu bar include the ability to edit colors and images.
  تتضمن ميزات التحرير الموجودة في شريط القائمة القدرة على تحرير الألوان والصور.
- The toolbox includes all the tools that you will need to make your drawing.
  يتضمن صندوق الأدوات جميع الأدوات التي ستحتاجها لرسمك.
- You can edit photos in Paint. يمكنك تحرير الصور في الرسام.
- You can add text to a photo, by using Microsoft Paint.
  يمكنك إضافة نص إلى صورة باستخدام Microsoft Paint.
- Microsoft Word offers graphic tools to create a graphic.
  يقدم Microsoft Word أدوات رسومية لإنشاء رسم.



How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Graphic art	Microsoft Paint	A popular graphics editor is Microsoft Paint.
	Paint - Word	In Paint, you'll notice that the top of the screen is like Word and Excel.
	tools - drawing	The toolbox includes all the tools that you will need to make your drawing.
	size - direction	You can change the size or direction of the photo in paint.
	Word - graphic	Microsoft Word also offers graphic tools to create a graphic.

General Exercises

On Lesson Seven



يمكنك حل التدريب و تصويبه الكترونيا

ممتاز | جيد جدا | جيد | غير جيد

▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. A popular graphics editor is .... (بورسعيد - بور فؤاد ٢٠٢٤)
   a. Microsoft Paint b. GIMP c. CorelDRAW d. GPR
2. You can find Microsoft Paint in .... (القاهرة - شبرا ٢٠٢٤)
   a. Documents folder b. Start-up menu c. Desktop d. None of them
3. We can find many options in the Insert menu bar of Word such as .... (الازهر الشريف - الجيزة ٢٠٢٤)
   a. Shape b. Icons c. 3D models d. all of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Microsoft Word doesn't have any graphic tools. (الجيزة - البدرشين ٢٠٢٤) ( )
2. Smart Art is not a graphic tool available in Word. (الازهر الشريف - القاهرة - المعصرة ٢٠٢٣) ( )
3. The top of the screen in Paint is similar to Word and Excel. (الجيزة - الدقي ٢٠٢٣) ( )

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. In Microsoft Paint, the top of the screen is like Word and ....
   a. Mobile gaming b. Excel c. both (a) and (b) d. Google maps
2. Tools included in the toolbox of Paint, needed for ....
   a. drawing b. video editing c. web design d. text formatting
3. 📖 By using ...., you can fill colors in paint.
   a. the color options b. the font options
   c. the shape options d. brush options
4. The .... is a menu in Microsoft Word offers graphic tools.
   a. edit menu b. file menu c. view menu d. insert menu
5. 📖 We can change the .... of a photo using Paint.
   a. brightness b. size or direction c. size only d. direction only

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Microsoft Paint is a popular graphics editor and is located in the Accessories menu in the Start-up menu. ( )
2. The menu bar in Paint includes options for opening, but not saving files. ( )
3. Cropping allows you to select areas of the photo to use in your drawing in Paint. ( )

قم بتلوين الدائرة باللون المناسب لمستواك. ◯



Creating a PowerPoint presentation



Learn

- You can use Microsoft PowerPoint® to create presentations that include text, animations, images, and special effects.

يمكنك استخدام ®Microsoft PowerPoint لإنشاء عروض تقديمية تشتمل على نصوص ورسوم متحركة وصور ومؤثرات خاصة.



→ **To create a presentation using PowerPoint :**

- لإنشاء عرض تقديمي باستخدام PowerPoint :

1. Click on the **PowerPoint icon** on your computer.
   انقر فوق أيقونة PowerPoint على جهاز الكمبيوتر الخاص بك.
2. Then, click on **Blank Presentation.** ثم اضغط على عرض تقديمي فارغ.
3. At the top of the screen, you will see a **menu bar** with **multiple tabs.**
   في الجزء العلوي من الشاشة، سترى شريط قوائم يحتوي على علامات تبويب متعددة.
4. **Each tab contains a set of tools** that you can use to create your presentation.
   تحتوي كل علامة تبويب على مجموعة من الأدوات التي يمكنك استخدامها لإنشاء العرض التقديمي الخاص بك.
5. You will see **a slide** that will instruct you to **click** and **type a title.**
   سترى شريحة سترشدك إلى النقر وكتابة العنوان.
   - Use this **first slide** to **name the title** and **subtitle of** your presentation.
     استخدم هذه الشريحة الأولى لتسمية العنوان والعنوان الفرعي لعرضك التقديمي.
   - In **the subtitle box**, you can also include your name.
     في مربع العنوان الفرعي، يمكنك أيضًا تضمين اسمك.
   - **Type the information** in the **text boxes.** اكتب المعلومات في مربعات النص.

presentations	عروض تقديمية	text	نص	tabs	علامات تبويب	animations	رسوم متحركة
subtitle box	مربع العنوان الفرعي	blank	فارغ	slide	شريحة		



▶ **A slide:** is a presentation page that contains text and images.

الشريحة هي صفحة عرض تقديمي تحتوي على نص وصور.

- **On the left side of the screen,** you will see a thumbnail, or preview image, of each slide you're creating.

على الجانب الأيسر من الشاشة، سترى صورة مصغرة، أو صورة معاينة، لكل شريحة تقوم بإنشائها.

- Click **New Slide** to add another slide to your presentation.

انقر فوق شريحة جديدة لإضافة شريحة أخرى إلى العرض التقديمي الخاص بك.

- **To choose the layout of each slide,** click the **Layout icon** on the **Home menu.**

لاختيار تخطيط كل شريحة، انقر فوق أيقونة التخطيط في القائمة الرئيسية.

→ **Adding text:** To add text to your slide, click on **the text box on the screen.**

إضافة نص: لإضافة نص إلى شريحتك، انقر فوق مربع النص الموجود على الشاشة.

- Choose the **font style** and **size** you'd like to use. اختر نمط الخط وحجمه الذي ترغب في استخدامه.

- **Type your text.** اكتب النص الخاص بك.



▶ **Choose the correct answer from a, b, c or d.**

1. You can see the preview images of each slide you're creating, ...
   a. on the right side of the screen **b.** at the bottom of the screen
   c. at the top of the screen **d.** on the left side of the screen
2. In the subtitle box of the first slide, you can include ....
   a. your name **b.** a video **c.** a table **d.** an image

▶ **Adding visuals and effects:** PowerPoint includes numerous visual tools to help make your presentation stand out.

إضافة مرئيات وتأثيرات: يتضمن برنامج PowerPoint العديد من الأدوات المرئية للمساعدة في إبراز العرض التقديمي الخاص بك.

▶ **Design :** Choose design options for each slide, including background colors.

التصميم : اختر خيارات التصميم لكل شريحة، بما في ذلك ألوان الخلفية.

▶ **Draw :** Access drawing tools **الرسم :** الوصول إلى أدوات الرسم

▶ **Transitions :** Choose a visual effect to use between each slide.

الانتقالات : اختر مؤثرًا مرئيًا لاستخدامه بين كل شريحة.

▶ **Animations :** Choose animated effects for each slide.

تأثيرات الحركة : اختر تأثيرات متحركة لكل شريحة.

page صفحة	thumbnail صورة مصغرة	preview image صورة معاينة	
layout تخطيط	Home menu قائمة رئيسية	visuals مرئيات	
access الوصول	transitions انتقالات		

▸ **Slide show :** Decide how you'd like to present and time each slide.

عرض الشرائح : قرر الطريقة التي تريد بها عرض كل شريحة وتوقيتها.

You can view the presentation by clicking the "**view show**" icon or by clicking the **F5** key on the keyboard.

يمكنك مشاهدة العرض التقديمي بالنقر فوق أيقونة « **العرض**» أو بالنقر فوق المفتاح **F5** بلوحة المفاتيح.

▸ **Inserting pictures :** To insert pictures, click on Insert, then Pictures.

إدراج الصور : لإدراج الصور، اضغط على إدراج، ثم الصور.

- Choose the options you need from the menu bar. اختر الخيارات التي تحتاجها من شريط القائمة.
- Once you choose your image, drag it with your mouse into the slide. بمجرد اختيار الصورة، اسحبها بالماوس إلى الشريحة.
- You can also insert a picture using another program into your PowerPoint presentation. يمكنك أيضًا إدراج صورة باستخدام برنامج آخر في العرض التقديمى لـ PowerPoint.

Keep the following features in mind when creating your presentation:

ضع الميزات التالية في الاعتبار عند إنشاء العرض التقديمي الخاص بك:

- Avoid wordy paragraphs or sentences. تجنب الفقرات أو الجمل كثيرة الألفاظ.
- Be sure to use a font size and style that is readable. تأكد من استخدام حجم الخط والنمط الذي يمكن قراءته.
- Use relevant images instead of text whenever possible. استخدم الصور ذات الصلة بدلاً من النص كلما أمكن ذلك.
- Practice your presentation in advance. تدرب على العرض التقديمي الخاص بك مقدمًا.
- Be engaging and encourage audience participation. كن جذابًا وشجع مشاركة الجمهور.



▸ **Choose the correct answer from a, b, c or d.**

1. You can view the presentation by clicking the .... key on the keyboard.
   a. F1 **b.** F2 **c.** F4 **d.** F5
2. You should type the information in PowerPoint, ...
   a. on the slide background **b.** in the notes
   c. in the text boxes **d.** on the menu bar
3. To insert pictures into your presentation, click .... then pictures.
   a. Insert **b.** Draw **c.** Slide Show **d.** Transitions
4. We should .... wordy paragraphs or sentences in the presentation.
   a. avoid **b.** use **c.** follow **d.** add

insert	إدراج	avoid	تجنب	wordy	الألفاظ	paragraphs	فقرات
readable	قابل للقراءة	style	نمط	relevant	مناسب	practice	تدرب
encourage	يشجع	engaging	جذاب	participation	مشاركة		

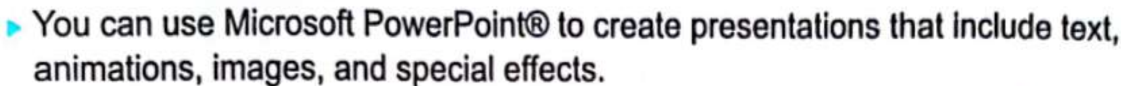
Stop here !





استمع إلى ملخص الدرس

نقاط هامة وعبارات استرشادية يمكنك من تلخيص وإتقان الدرس.



Lesson Summary

- You can use Microsoft PowerPoint® to create presentations that include text, animations, images, and special effects.
  يمكنك استخدام ®Microsoft PowerPoint لإنشاء عروض تقديمية تشتمل على نصوص ورسوم متحركة وصور ومؤثرات خاصة.
- Each tab contains a set of tools that you can use to create your presentation.
  تحتوي كل علامة تبويب على مجموعة من الأدوات التي يمكنك استخدامها لإنشاء العرض التقديمي الخاص بك.
- Use this first slide to name the title and subtitle of your presentation.
  استخدم هذه الشريحة الأولى لتسمية العنوان والعنوان الفرعي لعرضك التقديمي.
- A slide is a presentation page that contains text and images.
  الشريحة هي صفحة عرض تقديمي تحتوي على نص وصور.
- Click New Slide to add another slide to your presentation.
  انقر فوق شريحة جديدة لإضافة شريحة أخرى إلى العرض التقديمي الخاص بك.
- To add text to your slide, click on the text box on the screen.
  لإضافة نص إلى شريحتك، انقر فوق مربع النص الموجود على الشاشة.
- Transitions: Choose a visual effect to use between each slide.
  الانتقالات: اختر تأثيرًا مرئيًا لاستخدامه بين كل شريحة.
- Animations: Choose animated effects for each slide.
  تأثيرات الحركة: اختر تأثيرات متحركة لكل شريحة.
- You can also insert a picture using another program into your PowerPoint presentation.
  يمكنك أيضًا إدراج صورة باستخدام برنامج آخر في العرض التقديمي لـ PowerPoint.
- Avoid wordy paragraphs or sentences.
  تجنب الفقرات أو الجمل اللفظية.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Creating a PowerPoint presentation	presentations	Presentations may include text, animations, images, and special effects.
	title - subtitle	Use this first slide to name the title and subtitle of your presentation.
	presentation page	A slide is a presentation page that contains text and images.
	thumbnail	A thumbnail is a preview image, of each slide you're creating.
	present - slide	Decide how you'd like to present and time each slide.

General Exercises

On Lesson Eight



ممتاز | جيد جدا | جيد | غير جيد

▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. The presentation created using Microsoft PowerPoint can include ....

(الأزهر الشريف - سوهاج ٢٠٢٤)

a. text b. animations c. images d. all of them

2. .... to add another slide to your presentation. (الغربية - شرق المحلة ٢٠٢٣)

a. Click Slide Show b. Click New Slide
c. Click Animations d. Click on Translation

3. You should click .... to start creating a presentation in PowerPoint.

(القاهرة - مصر القديمة ٢٠٢٤)

a. save presentation b. slide transition
c. print presentation d. blank presentation

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You can choose background colors for each slide under the Design option. ( )

(الأزهر الشريف - أسيوط ٢٠٢٤)

2. Animations can be added to only one slide in PowerPoint. (السويس - الجناين ٢٠٢٤) ( )
3. You can choose the font style and size before typing your text. (القاهرة - عين شمس ٢٠٢٣) ( )

2. El-Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. We can use .... to create presentations.

a. Microsoft PowerPoint b. Microsoft Excel
c. Microsoft Word d. Microsoft Paint

2. A .... means preview image, of each slide you're creating.

a. brightness b. thumbnail c. slide d. direction

3. We can create presentation, through many animation effects by .... program.

a. PowerPoint b. Excel c. Word d. Paint

4. A/An .... is a presentation page that contains text and images.

a. thumbnail b. icon c. slide d. image

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. 🕮 The thumbnail on the left side of the screen in PowerPoint is a preview image of each slide. ( )
2. A slide in PowerPoint is a presentation page that only contains text. ( )
3. To choose the layout of each slide, click the Draw icon on the Home menu. ( )
4. In PowerPoint, the first slide instructs you to click and type a title. ( )



Revision







on Lessons 7 & 8

مراجعة عامة على الدرسين السابع و الثامن فى ورقة واحدة.

Lesson 7 : Graphic art

Microsoft Paint

- A popular graphics editor is **Microsoft Paint**.
- To open the file, click on Accessories in the Start-up menu.
- In Paint, you'll notice that the top of the screen is like Word and Excel.
- The toolbox includes all the tools that you will need to make your drawing.

Editing tools

- **To edit photos in Paint, You can :**
  - Fill colors using the color options.
  - Select areas of the photo by using **cropping**.
  - Add text to a photo.
  - Change the size or direction of the photo.
- **Microsoft Word :** also offers graphic tools to create a graphic, click on insert menu to use :
  - Shape
  - Icons
  - 3D models
  - Smart Art

Lesson 8 : Creating a PowerPoint presentation

Presentation

- Presentations that include text, animations, images, and special effects.
- Click on the PowerPoint icon on your computer, then, click on Blank Presentation.
- **A slide :** is a presentation page that contains text and images.
- **A thumbnail :** is a preview image, of each slide you're creating.
- Click **New Slide** to add another slide to your presentation.
- Click the **Layout** icon on the Home menu.
- To view the presentation press F5 on the keyboard.

Visual effects

- **Transitions :** Choose a visual effect to use between each slide.
- **Animations :** Choose animated effects for each slide.
- **Slide show :** Decide how you'd like to present and time each slide.
- **To make a good presentation :**
  1. Avoid wordy paragraphs.
  2. A font size and style should be readable.
  3. Use relevant images.

Sample Tests On Theme Four




اختبارات مجمعة من مختلف المحافظات للأعوام السابقة على المحور الرابع (تتضمن الأفكار المكررة في الامتحانات السابقة)

▸ If you got 🔴 you need to revise the theme again.

ممتاز 🔵 جيد جدا 🟢 جيد 🟡 غير جيد 🔴

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة المحور مرة أخرى.

Sample Test 1

1 Choose the correct answer from a, b, c or d.

1. We can create presentation, through many animation effects by .... program.
   a. PowerPoint b. Excel c. Word d. Paint
   (الأزهر الشريف - اسيوط ٢٠٢٤)
2. You can add an image within PowerPoint by choosing .... (المنيا - ملوى ٢٠٢٣)
   a. Slide show b. Transitions c. Insert d. none of them
3. A/An .... is a presentations page that contains text and images. (القاهرة - الزيتون ٢٠٢٤)
   a. thumbnail b. icon c. slide d. image
4. The amount of empty space between the edges of the announcing board is called .... (الدقهلية - ميت غمر ٢٠٢٤)
   a. Fonts b. Margin c. Image options d. Paint
5. .... should be used in a poster or billboard not more. (سوهاج - البلينا ٢٠٢٤)
   a. 3 colors b. 2 colors c. 4 colors d. 5 colors
6. Writing multiple algorithms to make a complete program means .... (الجيزة - الدقى ٢٠٢٣)
   a. coding b. gaming c. animations d. movies
7. The first step in problem solving is .... (الاسكندرية - الجمرك ٢٠٢٤)
   a. construct hypothesis b. testing hypothesis
   c. quick feed back d. hypothesis break down
8. The explorer uses a lot of sources during his research like .... (أسوان - ادفو ٢٠٢٣)
   a. the Internet b. interviews c. reviews d. both (a) & (b)

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You can use programming codes to identify the paths needed to reach your goal . (كفر الشيخ - دسوق ٢٠٢٤) (   )
2. The brush tool is used in paint program to enlarge part of the image. (المنوفية - تلا ٢٠٢٤) (   )
3. You can easily create your own drawings or edit images on computers. (الازهر الشريف - السويس ٢٠٢٤) (   )
4. You can not choose the font style and size before typing your text. (الاسماعيلية - ابوصير ٢٠٢٣) (   )
5. You can choose background colors for each slide under the Design option. (القاهرة - الوايلى ٢٠٢٣) (   )
6. The top of the screen in Paint is similar to Word and Excel. (دمياط - الزرقا ٢٠٢٤) (   )
7. Digital maps are used by search engines to provide results. (الجيزة - الدقى ٢٠٢٣) (   )



▸ If you got ● you need to revise the theme again.

● ممتاز ● جيد جدا ● جيد ● غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على ● (غير جيد) قم بمراجعة المحور مرة أخرى.

Sample Test 2

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. A hypothesis is a specific answer and does not need to be tested. (المنوفية - الباجور ٢٠٢٤) ( )
2. Breaking down problems into smaller sections doesn't help in solving problems. (الاسكندرية - العامرية ٢٠٢٤) ( )
3. All computers understand and respond to the only one programming language. (الازهر الشريف - الجيزة ٢٠٢٤) ( )
4. Paint program allows you to write some texts on the program page. (القليوبية - طوخ ٢٠٢٤) ( )
5. An algorithm is a series of steps that explain how to do a task. (دمياط - الروضه ٢٠٢٣) ( )
6. In PowerPoint, the first slide instructs you to click and type a title. (بني سويف - الواسطى ٢٠٢٣) ( )
7. A slide in PowerPoint is a presentation page that only contains text. (البحيرة - دمنهور ٢٠٢٣) ( )
8. Algorithms are only used in cooking. (الأزهر الشريف - المنوفية ٢٠٢٤) ( )

2 Choose the correct answer from a, b, c or d.

1. .... is one of the popular programs that is used for editing pictures.
   a. Microsoft Paint b. Microsoft Word
   c. Microsoft Excel d. Microsoft PowerPoint
   (القليوبية - شبرا الخمية ٢٠٢٤)
2. To run a PowerPoint presentation press .... from the keyboard. (الجيزة - كرادسة ٢٠٢٤)
   a. F1 b. F2 c. F3 d. F5
3. The amount of empty space between the edges of the announcing board is called .... (القاهرة - عابدين ٢٠٢٣)
   a. fonts b. margins c. image options d. videos
4. .... is an education guess about how things work. (الازهر الشريف - ملوى ٢٠٢٣)
   a. Code b. Hypothesis c. Image d. Algorithm
5. It is better not to use more than .... colors in a poster. (الغربية - غرب طنطا ٢٠٢٤)
   a. 1 b. 2 c. 3 d. 4
6. To make a presentation with sound and animation effects, you need ....
   a. PowerPoint b. Word c. Excel d. Paint
   (بورسعيد - بورفؤاد ٢٠٢٣)
7. .... is the writing of multiple algorithms to make a complete programs.
   a. Constructing b. Coding c. Testing d. Adding
   (كفر الشيخ - قلين ٢٠٢٣)

قم بتلوين الدائرة باللون المناسب لمستواك. ○

▶ If you got 🔴 you need to revise the theme again.

🔵 ممتاز 🟢 جيد جدا 🟡 جيد 🔴 غير جيد

قم بتقييم لنفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة المحور مرة أخرى.

Sample Test 3

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. The brush tool is used in paint program to enlarge part of the image. [دمياط - الزرقا ٢٠٢٤] ( )
2. A complicated or decorative font is simple and easy to read. [القاهرة - المرج ٢٠٢٤] ( )
3. Microsoft 365's bundle includes PowerPoint, Zoom, and WhatsApp. [الجيزة - اوسيم ٢٠٢٤] ( )
4. Computers and applications use algorithms to perform specific tasks. [الازهر الشريف - الغربية ٢٠٢٣] ( )
5. Mazes are an example of things you create using coding. [المنيا - مغاغة ٢٠٢٤] ( )
6. Animations can be added to only one slide in PowerPoint. [الاسكندرية - المنتزه ٢٠٢٣] ( )
7. Smart Art is not a graphic tool available in Word. [بورسعيد - شمال بورسعيد ٢٠٢٤] ( )
8. It is important to break complex problems into small parts when solving them. [الجيزة - الهرم ٢٠٢٤] ( )

2 Choose the correct answer from a, b, c or d.

1. Microsoft paint is a popular .... editor. [الدقهلية - ميت غمر ٢٠٢٤]
   a. Features b. Different c. Graphics d. Sources
2. .... is a presentation page using that contain text and images. [بني سويف - الواسطى ٢٠٢٤]
   a. Effects b. Slide c. Animations d. Picture
3. Teachers can provide virtual .... and upload quizzes through online learning environments. [الازهر الشريف - الفيوم ٢٠٢٤]
   a. lessons b. games c. toys d. schools
4. Microsoft 365 package contains .... program. [الشرقية - الصالحية ٢٠٢٣]
   a. Word Processor Software b. Excel
   c. Google chrome d. both (a&b)
5. To present your ideas that you have come up with in a way that is characterized by the effects of sound and movement, you need .... program. [المنوفية - أشمون ٢٠٢٤]
   a. Facebook b. Paint c. PowerPoint d. WhatsApp
6. The amount of empty space between the edges of the announcing board is called .... [الأقصر - إسنا ٢٠٢٣]
   a. fonts b. margin c. image options d. all of them
7. Many websites such as .... can help you learn coding. [القاهرة - حدائق القبة ٢٠٢٤]
   a. PowerPoint b. code.org
   c. Microsoft Paint d. Microsoft Word



Sample Test 4

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. In Paint program you cannot add text to an image. (السويس - الجناين ٢٠٢٤) ( )
2. The icon 🔍 in paint program is used to view the image in larger size. (الاسكندرية - العجمى ٢٠٢٤) ( )
3. Don't use more than three colors when making your billboard. (القليوبية - العبور ٢٠٢٣) ( )
4. When creating a presentation in PowerPoint, you should click on "Insert". (الجيزة - العمرانية ٢٠٢٤) ( )
5. Cropping allows you to select areas of the photo to use in your drawing in Paint. (الاقصر - أرمنت ٢٠٢٤) ( )
6. Mazes are the only example of things you can create using coding. (اسوان - ادفو ٢٠٢٤) ( )
7. Coding include writing multiple algorithms to make a complete program. (الغربية - السنطة ٢٠٢٣) ( )
8. In PowerPoint, the first slide instructs you to click and type a title. (الدقهلية - اجا ٢٠٢٣) ( )
9. Constructing a hypothesis is a step in problem-solving. (القاهرة - شبرا ٢٠٢٤) ( )

2 Choose the correct answer from a, b, c or d.

1. We can change .... in a photo using Paint. (القاهرة - مصر الجديدة ٢٠٢٤)
   a. brightness b. size and direction
   c. size only d. direction only
2. Microsoft .... is one of the popular programs that are used for editing pictures.
   a. Paint b. Word c. PowerPoint d. Excel
   (القليوبية - بنها ٢٠٢٤)
3. A/An .... is a series of steps that explain how to do a task. (الأزهر الشريف - الجيزة ٢٠٢٤)
   a. keywords b. coding c. algorithm d. all of them
4. Writing multiple algorithms to make a complete program means ....
   a. coding b. gaming c. animations d. movies
   (الأقصر - اسنا ٢٠٢٣)
5. Tools included in the toolbox of Paint, needed for .... (الجيزة - الدقي ٢٠٢٤)
   a. drawing b. video editing
   c. web design d. text formatting
6. .... is used to design presentations that include different texts and effects.
   a. Internet b. Excel c. Word d. PowerPoint
   (المنوفية - اشمون ٢٠٢٤)
7. The distance at the edges of your past or a billboard, called .... (الغربية - شرق المحلة ٢٠٢٤)
   a. Images b. Font c. Margins d. Paint

قم بتلوين الدائرة باللون المناسب لمستواك. ◯

Monthly Assessments

التقييمات الشهرية



1 February Test

1 Choose the correct answer from a , b, c or d.

1. .... is a virtual labs platform that enables students and teachers to do lab experiments in an interactive environment.
   a. School Lab b. VLABY c. EKB d. Edmodo
2. Communication that occurs in real time with instant responses is ....
   a. synchronous b. asynchronous c. email d. none of them
3. You should always show .... behavior in your communication online.
   a. bad b. negative c. positive d. safe
4. Digital .... is a record of what you do online.
   a. tool b. footprint c. technology d. app
5. It's important to .... opinions and build good relationships as Mr. Tyner believes.
   a. record b. write c. leave d. exchange
6. You can use the internet to communicate ....
   a. synchronously b. asynchronously c. both (a) & (b) d. none of them
7. Reliable online digital tools are invaluable sources of ....
   a. information b. maps c. labs d. animals

2 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Edmodo, prevents teachers and students to communicate ( )
2. You must respect the law while using the internet. ( )
3. Be sure the source information is not safe to view and share. ( )
4. Stay safe online by using updated software. ( )
5. You can't join an online group that shares your interests. ( )
6. Reliable online digital tools are invaluable sources of information. ( )
7. Mapmaker helps you to conduct your scientific experiments interactively. ( )
8. To send an email to someone, type their email address in the "To:" field. ( )

2 March Test

1 Choose the correct answer from a , b, c or d.

1. Traveling by trains and planes has become easier due to the possibility of booking tickets through ....
   a. Travel companies b. Internet c. Booking offices d. All of them
2. .... is Egypt's premiere online library of resources for a variety of subjects.
   a. ISP b. VLABY c. EKB d. None of them
3. Don't forget to .... the source information in your notes, when you want to conduct a digital search.
   a. read b. cite c. remove d. write
4. The internet allows us to communicate ....
   a. instantaneously b. offline c. face to face d. none of them
5. How can breaking down a problem make it easier to solve ? - ....
   a. It creates more problems
   b. It helps to identify the cause of the problem
   c. It makes the problem more manageable
   d. It makes the problem more complicated
6. .... should be used in a poster or billboard not more.
   a. 3 colors b. 2 colors c. 4 colors d. 5 colors
7. A program is commonly used to write out ideas and present them in various formats ....
   a. Word b. Paint c. PowerPoint d. Excel
8. To insert pictures into your presentation, click .... then pictures.
   a. Insert b. Draw c. Slide show d. Transitions

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. The unreliable source of information is well-written, without grammar or spelling mistakes. ( )
2. A hypothesis is from solve a problem steps. ( )
3. Animations, movies, and games can be created using sounds. ( )
4. Keywords are important when using a search engine. ( )
5. Edmodo, allows teachers and students to communicate. ( )
6. Computers speak different languages, just like people. ( )
7. Simple fonts are easier to read than complicated or decorative fonts. ( )





Important Points

أهم النقاط في المحور الثالث

1 William Tyner and technology

- William Tyner is a cultural anthropologist, technologist, and filmmaker.
- He believes digital communication and helping people to connect with each other are important to exchange opinions and build good relationships.

2 Digital citizenship

- Be ethical and responsible by treating others online with respect.
- Stay safe online by setting strong passwords and choosing websites you visit wisely.

3 Internet communication

- You can use the internet to communicate synchronously and asynchronously.
- **Video chats:** These allow you to communicate live with one or more people.
- **Instant messaging (IM):** This allows you to send messages using the internet.
- **A cell phone application:** is an application that runs on your mobile device.
- **Chat rooms**: These allow you to communicate in a group.
- **Email:** This allows you to send and receive messages, its little more formal than IMs.

4 ICT tools & Communication

- To start a call, you create a link to send to the participant(s).
  - Make sure your microphone and camera are on.
- In a chat room, you can simply type and submit your comment.
  - Be polite, helpful, and positive.
- **Instant messaging**
  - Instant messaging is a fun, casual way to communicate.
  - You may use phrases instead of full sentences, emoticons, or even images.
- **Email**
  - It's common to use emails in more formal situations.
  - When writing an email, be sure to use proper grammar.

5 Online learning environments

- Edmodo®, allow teachers and students to communicate, no matter where they are.

6 Online learning sources

- **Egyptian Knowledge Bank**
  - This is Egypt's premiere online library of resources for a variety of subjects.
- **VLABY**
  - A virtual labs platform that enables students and teachers to do lab experiments in an interactive environment.
- **National Geographic Kids**
  - A popular online source for kids to find information on a variety of subjects.
- **Mapmaker Interactive**
  - Provides online world mapping tools for students and teachers.

7 Conducting a digital search

- **Plan before conducting a digital search.**
  1. Choose your topic.
  2. Choose the types of online sources you will use.
  3. Prepare to evaluate the types of sources you've chosen.
- Don't forget to **cite** the source information in your notes.
- **Unreliable sources:** full of opinions, errors, and even lies.
- **Reliable sources:** written and verified by experts and well-written.
- Organizing and writing your report.
- Writing an outline.



Important Definitions

أهم التعريفات في المحور الثالث

Word	Definition
Digital citizenship	is the ability to use digital technology ethically, responsibly, and safely.
Digital footprint	is a record of what you do online, including the sites you visit and the things you post.
Piracy	is the illegal circulation of content to be shared or sold to others.
Synchronous communication	occurs in real time, with instant responses.
Asynchronous communication	does not require an instant response.

ICT tools

أدوات وأجهزة مستخدمة في تكنولوجيا المعلومات

- **EKB**
  - Contains a wealth of information.
  - Egypt's premiere online library of resources for a variety of subjects.
- **Wiki pages, and blogs**
  - Unreliable sources.
  - Full of opinions, errors, and even lies.
- **IM software**
  - on your computer or a mobile application.
  - allows you to send messages using the internet.
  - Messages could include just text, or also pictures or videos.





THEME 4 Quick Look

An hour before the Exam

تمكن من مراجعة منهجك في ساعة واحدة قبل الامتحان



Important Points

أهم النقاط في المحور الرابع

1 Problem solving

- Construct a hypothesis.
- It is an attempt to answer your question with an explanation that can be **tested.**
- Test your hypothesis.

  Was your test successful? If not, don't worry, we learn from our mistakes.
- Breaking down problems into smaller sections and assign each person one section.

2 Presenting information

- To create a digital poster or billboard you will need a software like Microsoft 365.
- Digital concepts to consider:
- **Margins**: a 25mm margin will help design a good poster.
- **Font size and type**: choose a font size that is easy to read and simple font is better.
- **Colors**: it is better not to use more than 3 colors in a poster.
- **Images**: use clear, good-quality, and appropriate images.

3 Algorithms

- Search engine uses algorithms to decide which results will be more relevant to you.
- At school, you are often using algorithms to complete assignments.
- If your wording is not specific enough, the engine's algorithm may not be entirely accurate.

4 Graphic art

- **A popular graphics editor is Microsoft Paint.**
  - The top of Paint screen is like Word and Excel.
  - The menu bar includes options for opening and saving files.

5 Edit photos in Paint



- Select areas of the photo to use in your drawing by cropping.
- You can add text to a photo.
- Change the size or direction of the photo.
- Click on the Insert menu bar to see the different options, such as:
  (Shape – Icons – 3D models – Smart Art)

6 PowerPoint presentation

- Open PowerPoint.
- Click on Blank Presentation.
- Use the first slide to name the title and subtitle of your presentation.
- Type the information in the text boxes.
- In PowerPoint you can:
  - Add text.
  - Choose design options for each slide.
  - Add animations.
  - Add visuals and effects.
  - Add transitions.
  - Inserting pictures.
- **Keep in mind:**
  - Use a font size and style that is readable.
  - Use relevant images instead of text.



Important Definitions

أهم التعريفات في المحور الرابع

Word	Definition
A hypothesis	an educated guess about how things work.
Margins	the space left around the edges of your poster or billboard.
An algorithm	is a series of steps that explain how to do a task.
A recipe	set of instructions that will successfully lead you to making a meal.
Coding	is the writing of multiple algorithms to make a complete program.
A slide	is a presentation page that contains text and images.
Thumbnail	preview image, of each presentation slide you're creating.
Transitions	a visual effect to use between each slide.

ICT tools

أدوات وأجهزة مستخدمة فى تكنولوجيا المعلومات

- **Microsoft 365**
  - Includes: PowerPoint®, Word®, and Publisher®.
- **Microsoft PowerPoint**
  - Used to create presentations that include text, animations, images, and special effects.
- **Microsoft Paint**
  - You can edit photos in paint.
- **Code.org**
  - A website help you learn coding.





Sample Test 1

1 Choose the correct answer from a, b, c or d.

1. The last step for instant messaging is ....
   a. writing the message b. pressing the "send" icon
   c. pressing the "contact list" icon d. writing the recipient mail
2. You can write the title of your message via e-mail in the field ....
   a. from b. subject c. attachments d. file
3. A set of principles that must be adhered to when dealing with technology is called ....
   a. digital citizenship b. alignment
   c. internet d. emails
4. Online learning environments, like .... , allow teachers and students to communicate.
   a. Excel b. Word c. Edmodo d. All of them
5. Paint program is used in ....
   a. word processing b. creating spreadsheets
   c. editing pictures and graphics d. none of them
6. Digital tool that can be used to create a presentation ....
   a. Word b. PowerPoint c. Excel d. Paint
7. Construct a .... is an attempt to answer your question with an explanation that can be tested.
   a. problem b. hypothesis c. question d. test
8. To create a presentation use ....
   a. Excel b. PowerPoint c. Paint d. Skype

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You can copy scientific content without the permission of the owner. ( )
2. Tools needed for emails are internet browser or an email application. ( )
3. Email allows you to communicate in a group. ( )
4. Digital citizenship is the ability to show negative behavior in your communication. ( )
5. Paying bills has become hard by using digital tools and apps. ( )
6. The thumbnail on the left side of the screen in PowerPoint is a preview image of each slide. ( )
7. To choose the layout of each slide, click the Draw icon on the Home menu. ( )

Sample Test 2

1 Choose the correct answer from a, b, c or d.

1. A popular photos Editor is ....

   a. Microsoft Paint b. PowerPoint c. Word d. GPR

2. .... is an educated guess about how things work.

   a. A hypothesis b. Reliable sources

   c. Unreliable sources d. None of them

3. .... is a virtual Lap Platform to do lab experiments.

   a. Mapmaker Interactive b. Edmodo

   c. VLABY d. Emails

4. Every trace that a person leaves when using the Internet is known as ....

   a. digital libraries b. digital footprint c. chat room d. both a & b

5. To write a text use ....

   a. T b. [fill icon] c. [brush icon] d. [magnifier icon]

6. .... allows you to present your results for others through many motion effects.

   a. Word b. PowerPoint c. Excel d. Zoom

7. It is better not to use more than .... colors in a poster.

   a. 2 b. 3 c. 4 d. 5

8. A series of instructions that explain how to complete a task is known as a/an ....

   a. Digital map b. Search engine c. Ingredient list d. Algorithm

2 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. The Internet should used by a positive way. ( )
2. All Egyptians can pay their bills by the appropriate app online. ( )
3. We must choose the websites we visit wisely. ( )
4. Keywords are important when using a search engine. ( )
5. Animations, movies, and games can be created using sounds. ( )
6. Smart Art is not a graphic tool available in Word. ( )
7. Excel is a program commonly used to record sound. ( )

Sample Test 3

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Your success in solving the problem means you succeed in testing your hypothesis . ( )
2. You can copy scientific content without the permission of the owner. ( )
3. Edmodo digital learning environment allows teachers and students to communicate and learn online. ( )
4. Using software to create a digital poster requires a digital device that supports the software. ( )
5. Email, may contain a grammar mistakes before you send it. ( )
6. You don't have the right to engage with others online. ( )
7. Digital citizenship is the ability to show negative behavior in your communication. ( )
8. The articles written and verified by experts are called unreliable sources. ( )

2 Choose the correct answer from a, b, c or d.

1. Which of the following is not one of the common steps to make problem-solving easier ....
   a. Test your hypothesis　b. Learn from our mistakes
   c. Construct a hypothesis　d. Ignore the problem
2. From the tips to take a good photo is, ...
   a. focus on the subject of the photo　b. never use your phone's flash
   c. use a blurry background　d. take photos in complete darkness
3. The importance of having enough light when taking a photo is to ....
   a. take a dark photo　b. take a bad photo
   c. see your subject clearly　d. have unclear colors
4. You can make video calls with your friends through ....
   a. Scanner　b. Mobile phone　c. Printer　d. Mouse
5. Microsoft 365 package contains .... program.
   a. Word processor　b. Google chrome　c. Facebook　d. Zoom
6. .... contains a wealth of information.
   a. EKB　b. Facebook　c. Excel　d. Word
7. You can add text to a photo, by using ....
   a. Microsoft Paint　b. Microsoft Excel　c. Facebook　d. EKB

Sample Test 4

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Major problems must be analyzed and divided into smaller parts for easy solution . ( )
2. We must respect others online. ( )
3. Digital search wastes time. ( )
4. Paying attention to the background is not important when taking a good photo. ( )
5. Vlaby enables students and teachers to do lab experiments. ( )
6. The amount of light in a photo doesn't matter when taking a good photo. ( )
7. Planning before conducting any digital research is not important. ( )
8. Use the brush tool in the Paint program to enlarge part of the image. ( )

2 Choose the correct answer from a, b, c or d.

1. You can find Microsoft Paint in ....
   a. Documents folder b. Start-up menu c. Desktop d. none of them
2. We can find many options in the insert menu bar of Word such as ....
   a. Shape b. Icons c. 3D models d. all of them
3. Facebook, wikis, and blogs are among the .... sources.
   a. unreliable b. reliable c. commercial d. none of them
4. Following the steps can help you .... the maze.
   a. get through b. run away c. clean up d. delete
5. The purpose of multiple algorithms in coding is to ....
   a. make coding complicated b. only create one animation
   c. create a complete program d. make coding harder
6. Online learning environments, like ...., allow teachers and students to communicate.
   a. Facebook b. games c. Edmodo d. all of them
7. It is important to leave a margin around the edge of a poster or billboard to ....
   a. help to save paper
   b. make the poster look bad
   c. prevent the poster from looking cramped
   d. make the poster look smaller

Sample Test 5

1 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Microsoft Paint is a popular graphics editor and is located in the Accessories menu in the Start-up menu. ( )
2. The menu bar in Paint includes options for opening, but not saving files. ( )
3. Planning before conducting any digital research is not important. ( )
4. It is important to have good manners and etiquette when dealing with others online. ( )
5. You can view the presentation by clicking the "view show" icon or by clicking the F4 key on the keyboard. ( )
6. Facebook, Wiki and blogs are non-reliable sources. ( )
7. A hypothesis is from solve a problem steps. ( )

2 Choose the correct answer from a, b, c or d.

1. Someone tracks your responses on different social networking sites, it's called ....
   a. digital footprint b. citizenship c. hypotheses d. letter
2. The presentation created using Microsoft PowerPoint can include ....
   a. text b. animations c. images d. all of them
3. The .... is the space between the edges of a poster or billboard and its content.
   a. poster content b. billboard background
   c. margin d. font
4. The title of the E-mail must be written in .... field.
   a. subject b. attachments c. from d. to
5. A record of what you do online such as the visited web sites and your posts ....
   a. piracy b. digital footprints c. digital citizenship d. responsibilities
6. A website that helps you learn to code using different coding languages ....
   a. Algorithm.tv b. Code.org c. games.com d. film.net
7. .... is a good margin size to use when designing a poster or billboard.
   a. 5 mm b. 15 mm c. 10 mm d. 25 mm
8. A series of instructions that explain how to complete a task known as a/an ....
   a. Digital map b. Search engine c. Ingredient list d. Algorithm



1 Cairo Governorate Cairo Educational Directorate

1 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Using technology in a positive way can help people become successful digital citizens. ( )
2. Digital communication is not important for exchanging opinions. ( )
3. The Internet can be used to communicate synchronously and asynchronously. ( )
4. The person in charge of the call cannot turn off other people's microphones. ( )
5. To design a digital poster or digital billboard you need design software. ( )
6. When presenting a poster or billboard, we should choose a very small font size. ( )
7. The search engine uses algorithms to provide results. ( )

2 Choose the correct answer from a, b, c or d.

1. Travel is made more .... by booking tickets online.
   a. convenient b. harder c. impossible d. dream
2. When we solve a complex problem, we should .... the problem.
   a. break b. step c. order d. game
3. When conducting digital research, your outline should include ....
   a. introduction to the research b. details far from the topic
   c. unreliable information d. all of them
4. It is very important to share .... with others in a safe and responsible manner.
   a. piracy b. numbers c. information d. all of them
5. Code.org helps you learn ....
   a. coding b. animations c. movies d. games
6. A device with a camera and speakers, and an application is needed to make ....
   a. instant messages b. video chats c. emails d. all of them
7. The slide background can be changed ....
   a. for each slide b. one slide c. all slides d. all of them



8. Provides .... the interactive map designer service.

a. Vlaby
b. National Geographic
c. EKB
d. Facebook

2 Giza Governorate Al-Haram Educational Administration

1 Choose the correct answer from a, b, c or d.

1. Using technology in a .... way can help people become successful digital citizens.

a. harmful b. positive c. wrong d. bad

2. .... allow you to send and receive messages. It is a little more formal than IMs.

a. Emails b. Chat rooms c. Video chats d. Games

3. To create an EKB account, use ....

a. Email b. WhatsApp c. Facebook d. IM

4. Students can send messages to their teachers, and post their completed assignments through ....

a. Excel b. Edmodo c. PowerPoint d. all of them

5. .... is a virtual labs platform, it's not only informative, but fun too.

a. Edmodo b. EKB c. Vlaby d. WhatsApp

6. When we solve complex problem, we should .... it.

a. delete b. break c. complex d. ignore

7. To create a poster, you should think about ....

a. margins b. font size c. colors d. all of them

8. We can create presentation, through many animations' effects by .... program.

a. PowerPoint b. Excel c. Word d. Paint

2 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Travel is made more convenient by booking tickets for trains, buses, and airplanes online. ( )
2. Skype is an asynchronous communication medium. ( )
3. EKB and WhatsApp are online learning sources. ( )
4. All social networking sites contain reliable information. ( )
5. The synchronous connect is between friends and families. ( )
6. Make sure your keyboard is well connected when Microsoft Word is not responding. ( )
7. A slide in PowerPoint, is a presentation page that only contains text. ( )

3 Alexandria Governorate — The Educational Computer Supervision

1 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. EKB contains a wealth of information. ( )
2. You don't have the right to engage with others online. ( )
3. Chat rooms allow you to communicate in a group. ( )
4. On video chats make sure your microphone and camera are on. ( )
5. It's not important to plan before conducting a digital search. ( )
6. Failing a test can be a learning opportunity. ( )
7. An algorithm is as series of steps that explain how to do a task. ( )

2 Choose the correct answer from a, b, c or d.

1. Many historical sites can now be visited by .... tickets easily through a website by clicking on your preferred choice.
   a. going b. purchasing c. bad d. wrong
2. We should enjoy and take .... of digital technology.
   a. advantage b. problem c. difficulty d. virus
3. IM software is needed to ....
   a. email b. instant message
   c. chat rooms d. none of them
4. To create an EKB account use ....
   a. emails b. WhatsApp c. Facebook d. Paint
5. Online learning environments like .... allow teachers and students to communicate.
   a. emails b. Edmodo c. games d. all of them
6. .... before conducting a digital search is very important.
   a. Sharing b. Planning c. Helping d. Deleting
7. .... is an educated guess about how things work.
   a. Hypothesis b. App c. Internet d. Intranet
8. To create poster you should think about ....
   a. margins b. font size c. colors d. all of them

4 Qalyoubia Governorate — The Educational Computer Supervision

1 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Your success in solving the problem means you succeed in testing your hypothesis. ( )

2. Edmodo is an example for virtual classes allow teachers and students to communicate. ( )
3. No one in the video chat will be able to see you if your camera is turned on. ( )
4. Mazes are an example of things you create using coding. ( )
5. Travelling become more difficult by booking tickets online. ( )
6. To view the image in a larger size in Paint program use . ( )
7. The Microsoft 365 software package contains PowerPoint program. ( )

2 Choose the correct answer from a, b, c or d.

1. .... before conducting a digital search, is very important.
   a. Sharing b. Planning c. Helping d. Deleting
2. .... is a virtual labs platform that enables students and teachers to do lab experiments in an interactive environment.
   a. National Geographic Kids b. Valby Platform
   c. Mapmaker d. None of them
3. The distance at the edges of your poster or a billboard, called ....
   a. Margins b. Paint c. Font d. Size
4. To insert pictures into your presentation, click .... then pictures.
   a. Slide Show b. Transitions c. Insert d. Write
5. A/An .... is a series of steps that explain how to do a task.
   a. algorithm b. coding c. gaming d. Paint
6. Every trace that a person leaves when using the internet is known as ....
   a. digital libraries b. digital footprint c. digital citizen d. all of them
7. Communication that does not require an instant response is ....
   a. asynchronous b. synchronous
   c. both of them d. none of them
8. Use the internet when you need while respecting the law is called ....
   a. Responsibilities b. Rights c. Communicate d. Insert

5 Sharkia Governorate West Zagazig Educational Administration

1 Choose the correct answer from a, b, c or d.

1. Use technology in a .... way can help people become successful digital citizens.
   a. harmful b. positive c. bad d. wrong
2. Stay safe online by setting .... passwords.
   a. harmful b. weak c. strong d. useful
3. Communication that occurs in real time with instant responses is ....
   a. synchronous b. asynchronous c. both of them d. none of them

4. To create an EKB account, use ....
   a. emails b. WhatsApp c. YouTube d. Facebook
5. .... a virtual labs platform that enables students to do lab experiments in an interactive environment.
   a. EKB b. Mapmaker c. Vlaby d. GPS
6. .... sources are information written and verified by experts.
   a. Reliable b. Unreliable c. Harmful d. Wrong
7. .... is a series of steps that explain how to do a task.
   a. EKB b. Algorithm c. WhatsApp d. Vlaby
8. We can create presentation, by .... program.
   a. PowerPoint b. Word c. Excel d. Paint

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. You don't have the right to engage with others online. ( )
2. Teachers can provide virtual lessons and upload homework for students on Edmodo platform. ( )
3. It is important to break complex problems into small parts when solving them. ( )
4. Margins are not important when creating a poster or billboard. ( )
5. You can create animations, movies, and games using code. ( )
6. To insert pictures into your presentation, click Edit then pictures. ( )
7. A popular graphics editor is Microsoft Paint. ( )

6 Menofia Governorate Sadat Educational Administration

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. William Tyner is a cultural anthropologist technologist and filmmaker. ( )
2. EKB contains a wealth of information. ( )
3. To open Paint program click on accessories in the start menu. ( )
4. Video chats, live television shows, are examples of asynchronous communication. ( )
5. You can mute your microphone or turn off your camera at any time. ( )
6. It's not important to plan before conducting a digital search. ( )
7. A margin is the space left around the edges of your poster or billboard. ( )
8. You can't create animations, movies, and games using codes. ( )

2 Choose the correct answer from a, b, c or d.

1. .... is a record of what you do online, including the sites you visit and the things you post.
   a. Digital footprint b. Citizenship c. File d. Post



2. .... show positive behavior in your communication online.
   a. Rights
   b. Responsibilities
   c. Emails
   d. None of them
3. .... Communication that occurs in real time.
   a. Synchronous
   b. Asynchronous
   c. Email
   d. Paint
4. .... these allow you to communicate in a group they usually focus on one subject.
   a. Chat rooms
   b. Instant message
   c. EKB
   d. None of them
5. .... a virtual labs platform that enables student and teachers to do lab experiments.
   a. EKB
   b. Vlaby
   c. Mapmaker
   d. WhatsApp
6. .... is an educated guess about how things work.
   a. Internet
   b. Problem
   c. Hypothesis
   d. Message
7. .... is a series of steps that explain how to do a task.
   a. Digital map
   b. Search engine
   c. An algorithm
   d. Email

7 Gharbia Governorate — West Tanta Educational Administration

1 Choose the correct answer from a, b, c or d.

1. Travel has become more .... by booking tickets for train, buses, and airplanes online.
   a. harder
   b. convenient
   c. impossible
   d. difficult
2. .... is an educated guess about how things work.
   a. Hypothesis
   b. Solve problem
   c. Internet
   d. Game
3. To create a poster, you should think about ....
   a. font size and colors
   b. margins
   c. both (a&b)
   d. none of them
4. You can create .... using coding.
   a. animations, movies, and games
   b. movies and animations only
   c. games only
   d. none of them
5. Using ICT tools to communicate in way including ....
   a. Chat rooms and Email
   b. instant messaging
   c. both a&b
   d. email only
6. It's important to .... before conducting a digital search.
   a. share
   b. write
   c. plan
   d. delete
7. Click .... to add another slide to your presentation.
   a. new slide
   b. plan
   c. write
   d. share

2 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Digital Communication is important to exchange opinions and build good relationships. ( )
2. Updated software is not required when using digital technology. ( )
3. A popular graphics editor is Microsoft Word. ( )
4. Search engines use algorithms to provide results. ( )
5. Asynchronous communication tools such as sending a file via email. ( )
6. Digital citizenship is the ability to use digital technology ethically, responsibly, and safely. ( )
7. Safest communication occurs in real time, with instant responses. ( )
8. Mapmaker Interactive is one of the real sites for research and data collection. ( )

8 Dakahlia Governorate — East Educational Administration

1 Choose the correct answer from a, b, c or d.

1. A wealth of information now at everyone's finger trips with the amazing .... website.
   a. YouTube b. EKB c. Facebook d. WhatsApp
2. .... is the ability to use digital technology ethically, responsibly, and safely.
   a. Digital citizenship b. Digital footprint c. Digital piracy d. None of them
3. Asynchronous communication doesn't require ....
   a. Instant response b. Computer device
   c. Internet d. Google
4. It's important to .... before conducting a digital search.
   a. search b. plan c. report d. delete
5. To make video chat make sure .... are on.
   a. microphone b. camera c. both of them d. none of them
6. Showing Positive behavior in communication with others online is consider from ....
   a. Responsibilities b. Rights c. Communicate d. All of them
7. .... use to reach out to a government agency or an official.
   a. Emails b. Messages c. Facebook d. None of them

2 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. A digital search can include audio, video and images sources. ( )
2. You should breakdown problems into small sections and solve it step by step. ( )
3. You should choose too small font size when presenting poster to easily use. ( )

4. Keywords is not important when searching of information. ( )
5. Paint program used in Word processing. ( )
6. Construct a hypothesis is the first step to solve the problems. ( )
7. Google includes different options such as: PowerPoint and Word. ( )
8. Digital piracy is the illegal circulation of content to be shared or sold to others. ( )

9 El-Behera Governorate Bander Damanhur Educational Administration

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Using technology in a positive way help people become successful digital citizens. ( )
2. Digital footprint is a record of what you do in your digital life (internet). ( )
3. Communication that does not require an instant response is asynchronous. ( )
4. An IM allows you to send messages using the internet. ( )
5. If your camera is on, anyone who is on the call will be able to hear you. ( )
6. ADL site is a virtual labs platform that enables students and teachers to do lab experiments. ( )
7. Social media sites such as Facebook, Wiki pages, and blogs always free from factual information. ( )

2 Choose the correct answer from a, b, c or d.

1. "Choose your topic" step is the .... step to conduct a digital search.
   a. first b. second c. the last d. third
2. .... is an attempt to answer your question.
   a. Hypothesis b. The guess c. Try and error d. Problem
3. To solve .... problems breaking down it into smaller sections.
   a. simple b. complicated c. new d. big
4. If you include content too close to the edge, it will appear ....
   a. wide b. cramped c. a & b d. none of them
5. An algorithm is a series of .... that explain how to do a task.
   a. thoughts b. keywords c. steps d. words
6. Coding is the writing of multiple .... to make a complete program.
   a. moves b. mazes c. algorithms d. fonts
7. There are many websites like .... that can help you learn to code.
   a. code.org b. blogs c. X platform d. posts
8. A popular graphics editor is ....
   a. Microsoft Paint b. Microsoft 365 c. Microsoft Editor d. Microsoft Word

10 Ismailia Governorate — The Educational Computer Supervision

1 Choose the correct answer from a, b, c or d.

1. .... is an educated guess about how things work.
   a. Hypothesis   b. App   c. Internet   d. Insert
2. The title of the E-mail must written in .... field.
   a. subject   b. attachment   c. to   d. email
3. .... is a virtual lap platform to do lab experiment.
   a. Vlaby   b. Edmodo   c. E-mail   d. Paint
4. The distance at the edge of your poster or billboard, called ....
   a. images   b. font   c. margins   d. size
5. Using the internet when I need in light of respecting the low is considered one of ....
   a. rights   b. responsibilities   c. piracy   d. communication
6. When you take .... you make the problem easier.
   a. breaks   b. steps   c. orders   d. problems
7. Paint program is used in ....
   a. word processing   b. create spread sheet
   c. editing picture   d. delete picture
8. To create a presentation use ....
   a. Excel   b. PowerPoint   c. Paint   d. Word

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. You can copy scientific content without the permission of the owner. (   )
2. You can use coding to identify the paths needed to get out amaze. (   )
3. Digital citizenship is the ability to show negative behavior in your communication. (   )
4. Paying bills has become hard by using tools and apps. (   )
5. Reliable online digital tools are invaluable sources of information. (   )
6. Excel is a program commonly used to record sound. (   )
7. Brush tool is used in paint program to enlarge part of the image. (   )

11 Suez Governorate — The Educational Computer Supervision

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Using technology in a positive way makes us successful digital citizens. (   )
2. Share your personal information or others in a safe and responsible way. (   )
3. In video chat, you haven't had the application wanted on your device. (   )

4. Teachers and students can communicate through Edmodo platform. ( )
5. Animation and video games were created using coding. ( )
6. To add a new slide to your presentation, use the new file command. ( )
7. Some technology problems more complicated than others, so you can breakdown them into small parts. ( )

2 Choose the correct answer from a, b, c or d.

1. .... is a series of steps that explain how to do a task.
   a. Digital citizen b. Outline c. Algorithms d. WhatsApp
2. It is your .... to ensure that the information you post or share is from a safe source.
   a. blocking the person b. responsibility
   c. digital citizen d. rights
3. To open the Paint program from the Start menu, select .... folder.
   a. Egyptian Knowledge Bank b. Accessories
   c. Digital citizen d. Email
4. The .... offers some graphical tools to create your graphic.
   a. Excel spreadsheets b. Digital citizen
   c. Word processor d. Paint
5. You can use .... to create a visual effect when moving from one slide to another.
   a. text and images b. transitions c. both of them d. none of them
6. .... is a record of everything you do online, including the websites you visit.
   a. Digital footprint b. Books and articles c. Technology d. EKB
7. .... is the writing of multiple algorithms to make a complete program.
   a. Chat room b. Algorithms c. Coding d. Email
8. .... is a popular online source where children can find all about animals, history, and geography.
   a. E-mail b. National Geographic Kids
   c. Instant message d. None of them

12 Beni Suef Governorate — Al Wasta Educational Administration

1 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. We can use ICT tools to learn to share and to communicate. ( )
2. When making a guess to solve a problem, this guess is called the hypothesis. ( )
3. Every trace that a person leaves when using the Internet is known as digital citizenship. ( )

4. You can copy scientific content without the permission of the owner. ( )
5. Video chat is a synchronous communication. ( )
6. Planning before conducting any digital research is not important. ( )
7. It is important to break complex problems into small parts when solving them. ( )

2 Choose the correct answer from a, b, c or d.

1. .... is used to learn or teach new things.
   a. Video sharing platforms b. Socializing
   c. Amazon d. Insert
2. .... allows you work with classmate outside of school on a project, virtually.
   a. Video sharing platforms b. Socializing
   c. Amazon d. Google
3. .... allow teachers and students to communicate no matter where they are.
   a. Online learning environments b. Google
   c. Amazon d. WhatsApp
4. You can send long text messages over the Internet through ....
   a. Interactive map designer b. E-mail
   c. Video chat d. message only
5. .... allows Egyptian citizens to access learning materials.
   a. Amazon b. Egyptian Knowledge Bank
   c. Chat room d. Facebook
6. .... enables you to use digital technology in an ethical, responsible and safe manner.
   a. Digital citizenship b. Chat room c. Intranet d. EKB
7. Information that is full of opinions and errors is from ....
   a. hacking b. unreliable sources
   c. chat room d. readliable websites
8. .... is a series of steps that explain how to do a task.
   a. Algorithm b. Hypothesis c. Planning d. Deleting

13 Damietta Governorate The Educational Computer Administration

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Microsoft 365 includes Microsoft Word, PowerPoint and publisher. ( )
2. Live TV programs are a form of asynchronous communication. ( )
3. William Tyner is a cultural anthropologist, technologist, and filmmaker. ( )
4. PowerPoint is used to design presentations with texts only. ( )



5. In Microsoft Paint the top of the screen is like Word and Excel. ( )
6. Algorithms are only used in cooking. ( )
7. You have the right to use the Internet when you need while respecting the law. ( )
8. Facebook is a reliable source for information. ( )

2 Choose the correct answer from a, b, c or d.

1. .... is a record of everything you do online.
   a. Google chrome b. EKB c. Digital footprint d. Message
2. .... program is one of the popular programs in editing pictures and graphics.
   a. Microsoft Paint b. Word c. PowerPoint d. Excel
3. .... is the ability to use the internet in a safe & responsible way.
   a. Digital citizenship b. Excel c. Algorithms d. Word
4. .... is an example of asynchronous communication.
   a. Digital footprint b. Email c. Word d. Google
5. .... program allows you to create a spreadsheet consisting of as many columns and rows.
   a. Microsoft Excel b. Paint c. Email d. Messages
6. The empty space between the edges of the billboard is called ....
   a. PowerPoint b. Margin c. Google chrome d. Paint
7. .... is writing multiple algorithms to create a program.
   a. Coding b. Digital citizenship
   c. EKB d. Sharing

14 Minia Governorate Bani Mazar Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Paying bills has become hard by using digital tools and apps. ( )
2. Tools needed for emails are internet browser and email application. ( )
3. Edmodo is a virtual lab platform to do lab experiments. ( )
4. All social networking sites contain reliable information. ( )
5. A hypothesis is from solve a problem steps. ( )
6. When choosing colors for a poster, it is better to use more than 5 colors. ( )
7. An algorithm is a series of steps that explain how to do a task. ( )
8. Smart Art is not a graphic tool available in Word. ( )

2 Choose the correct answer from a, b, c or d.

1. Digital .... is a record of what you do online.
   a. technology b. footprint c. citizenship d. colors

2. To start a ...., you must create a link and send it to the participants.
   a. presentation   b. video chat   c. chat room   d. email
3. You can create mazes through ....
   a. code.org   b. Amazon   c. Google play   d. WhatsApp
4. You can use .... program to create presentation.
   a. Excel   b. Paint   c. PowerPoint   d. Word
5. A popular graphics editor is ....
   a. Microsoft Paint   b. Gimp   c. CorelDRAW   d. None of them
6. The title of the E-mail must be written in .... field.
   a. from   b. attachments   c. subject   d. size
7. To run a PowerPoint presentation press .... from the keyboard.
   a. F1   b. F5   c. F3   d. F2

15 Assiut Governorate — The Educational Computer Supervision

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Achieving digital citizenship entails a set of rights and duties. ( )
2. One of the applications of asynchronous communication is instant video chats. ( )
3. The Interactive Map Maker is one of the safe sites for research and data collection. ( )
4. The brush tool is used in Paint program to enlarge part of the image. ( )
5. It is important to break complex problems into small parts when solving them. ( )
6. The last step for instant messaging is writing the message. ( )
7. You should be careful when solving problems that may pose a risk to you during the collecting data on hypotheses step. ( )

2 Choose the correct answer from a, b, c or d.

1. Someone tracks your responses on different social networking sites. It's called ....
   a. digital footprint   b. digital piracy   c. assumptions   d. technology
2. .... from reliable digital learning resources via the Internet.
   a. WhatsApp application   b. Egyptian Knowledge Bank (EKB)
   c. Facebook application   d. YouTube
3. You can send long text messages over the Internet through ....
   a. Interactive map designer   b. Video chat
   c. E-mail   d. Message



4. Which of the following sites can your teacher use to deliver lessons online ?
   a. EKB platform
   b. Edmodo platform
   c. WhatsApp application
   d. Facebook
5. Microsoft 365 package contains .... program.
   a. Word processor software
   b. Excel
   c. Google chrome
   d. both (a&b)
6. You can make video calls with your friends through ....
   a. scanner
   b. a mobile phone
   c. a printer
   d. none of them
7. The amount of empty space between the edges of the announcing billboard is called ....
   a. fonts
   b. margin
   c. image options
   d. sizes
8. You can run your PowerPoint presentation through .... key from the keyboard.
   a. F3
   b. F4
   c.F5
   d. F1

16 Qena Governorate — Qeft Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You can change font size and type on Word processor software. ( )
2. The National Geographic platform for children enables you to conduct an experiment in science interactively. ( )
3. Synchronous communication is appropriate when it is between close family member. ( )
4. Facebook, wikis, and blogs are among the unreliable sources. ( )
5. You can communicate with an unknown person over the Internet without consulting any of your family members. ( )
6. Achieving digital citizenship entails a set of rights and duties. ( )
7. Planning before conducting any digital research is not important. ( )
8. You can copy scientific content without the permission of the owner. ( )

2 Choose the correct answer from a, b, c or d.

1. You can see many archaeological sites inside and outside Egypt while you are at home by ....
   a. augmented reality
   b. piracy
   c. digital footprint
   d. none of them
2. While turning on the computer, you found that it is not responding. You guessed a malfunction in the operating switch; this guess is called ....
   a. hypothesis
   b. digital citizenship
   c. digital footprint
   d. message

3. The .... application is used to conduct group video chats.
   a. Skype
   b. Egyptian Knowledge Bank (EKB)
   c. Augmented reality
   d. WhatsApp
4. You can write the title of your message via e-mail in the field ....
   a. from
   b. subject
   c. attachments
   d. size
5. .... from reliable digital learning resources via the Internet.
   a. WhatsApp application
   b. Egyptian Knowledge Bank (EKB)
   c. Facebook application
   d. Word
6. Microsoft 365 package contains .... program.
   a. Word processor software
   b. Excel
   c. Google chrome
   d. both (a&b)
7. The small number of colors used inside the announcing billboard makes it ....
   a. difficult to understand
   b. striking
   c. lacks good design
   d. post

17 Fayoum Governorate Tami ya Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Paint is a popular graphics editor and is located in the accessories menu in the start-up menu. ( )
2. The menu bar in paint includes options for opening but not saving files. ( )
3. Planning before conducting any digital research is not important. ( )
4. It is important to have good manners and etiquette when dealing with others online. ( )
5. The national geographic platform for children enables you to conduct an experiment in science interactively. ( )
6. Digital citizenship is the ability to show negative behavior in your communication. ( )
7. Paying bills has become hard by using digital tools and apps. ( )

2 Choose the correct answer from a, b, c or d.

1. You should be careful when solving problems that may pose a risk to you during the .... step.
   a. building hypotheses
   b. collecting data on hypotheses
   c. hypothesis testing
   d. none of them
2. You can write the title of your message via e-mail in the field ....
   a. attachments
   b. subject
   c. from
   d. all of them



3. It's important to use technology ....
   a. quickly b. hard c. responsibly d. badly
4. Using technology in a positive way can help people become successful digital ....
   a. citizens b. footprints c. relationships d. tools
5. It is essential that your research plan includes ....
   a. paragraphs providing information
   b. information of questionable authenticity
   c. digital blogs d. e-mails
6. To create a presentation use ....
   a. Excel b. PowerPoint c. Paint d. Skype
7. Anyone who has access to the .... will be able to read your messages.
   a. chat room b. location c. game d. class
8. .... is a virtual labs platform that enables students and teachers to do lab experiments.
   a. School lab b. Vlaby c. EKB d. WhatsApp

18 Sohag Governorate — Tahta Educational Administration

1 Choose the correct answer from a, b, c or d.

1. .... is an Egyptian library of information.
   a. EKB b. Facebook c. Social media d. Google
2. .... is more formal than instant messaging.
   a. Computer b. E-mail c. Chat room d. Video chat
3. Which of the following sites your teacher uses to deliver lesson? ....
   a. Edmodo b. WhatsApp c. EKB d. Vlaby
4. .... is an educated guess about how things work.
   a. Hypothesis b. Test
   c. Problem d. Digital footprint
5. .... is a series of steps that explain how to do a task.
   a. Introduction b. Algorithm c. Conclusion d. Software
6. You can .... at code.org.
   a. Learning coding b. eat breakfast c. Word d. Google
7. Facebook, Wiki pages and blogs are .... sources.
   a. reliable b. accurate c. unreliable d. EKB
8. .... is the amount of empty space between the edges of poster.
   a. Font b. Margin c. Image options d. Border

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. You can communicate with your friends using Skype. ( )
2. Facebook, Wiki pages, and blogs are reliable sources. ( )
3. To be safe online, you should set weak passwords. ( )
4. Edmodo is an example of a virtual class. ( )
5. The EKB and ADL are a reliable source. ( )
6. Computers, like humans, use different languages. ( )
7. PowerPoint is used to design presentations with text only. ( )

19 Luxor Governorate

The Educational Computer Supervision

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Computers speak different language, just like people. ( )
2. All social networking sites contain reliable information. ( )
3. Images poster should be related to the content. ( )
4. EKB and WhatsApp are online learning sources. ( )
5. You have the right to use the internet while respecting the law. ( )
6. Digital citizenship is the ability to use digital technology ethically. ( )
7. Emails allow you to communicate in a group. ( )
8. Making a sandwich is an example of an algorithm. ( )

2 Choose the correct answer from a, b, c or d.

1. Communication that occurs in real time with instant responses is ....
   a. synchronous b. asynchronous c. email d. none of them
2. The person in charge of the video chat may mute people's ....
   a. camera b. microphones c. screen d. none of them
3. Paying bills has become .... by using digital tools and apps.
   a. easy b. impossible c. hard d. none of them
4. .... is a virtual labs platform, it's not only informative, but fun too.
   a. Edmodo b. EKB c. Vlaby d. WhatsApp
5. When we solve a complex problem, we should .... it.
   a. complex b. break c. delete d. ignore
6. It is better not to use more than .... colors in a poster.
   a. 4 b. 3 c. 5 d. 6
7. .... are a little more formal than IMs.
   a. Emails b. Messages c. WhatsApp d. Facebook



20 Aswan Governorate — The Educational Computer Supervision

1 Choose the correct answer from a, b, c or d.

1. William Tyner is a ....
   a. cultural anthropologist b. technologist
   c. filmmaker d. all of them
2. You can make video calls with your friends through ....
   a. scanner b. a mobile phone c. a printer d. none of them
3. Microsoft 365 includes ....
   a. Microsoft Word b. Paint c. Google play d. Google chrome
4. When you use a chat room, you must be ....
   a. polite b. positive c. both (a) & (b) d. none of them
5. You can use .... to create presentations.
   a. Word b. PowerPoint c. Paint d. Excel
6. Online learning environments allow teachers to provide .... for pupils to access.
   a. virtual lessons b. quizzes c. homework d. all of them
7. A popular graphics editor is ....
   a. Word b. Excel c. Microsoft Paint d. Google play
8. .... is an educated guess about how things work.
   a. A hypothesis b. Digital citizenship
   c. Digital footprint d. None of them

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Digital citizenship is the ability to use digital technology, responsibly. ( )
2. It's not important to plan before conducting a digital search. ( )
3. Travel is made more convenient by booking tickets online. ( )
4. Facebook, Wikis, and blogs are among the reliable sources. ( )
5. You can use email to send and receive messages. ( )
6. Emoticons and images can be used during Instant messaging. ( )
7. To start a call, you create a link to send to the participant. ( )



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